



Preparing For Your Field Trip

What You Need to Know to Make the Most of Your Visit



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BEFORE YOUR VISIT

FREE PRE-VISIT

We encourage you to visit the museum before your field trip. Bring your confirmation letter and tell the staff person at the front desk that you are previewing the museum in preparation for an upcoming field trip.

SPECIAL NEEDS

Please let us know in advance of any group members who have special needs so that we can do our best to accommodate them.

CHAPERONES

We require a minimum of one adult chaperone for every seven students. Chaperones are responsible for the behavior of the students at all times. A list of guidelines is included in this packet.

PAYMENTS

We accept the following forms of payment: cash, checks, Visa, Master Card, American Express, and Discover Card. Payment for the entire group is due on or before arrival. Please make payment in one lump sum even if you are paying for several classes. If you wish to pay separately for each class, you **MUST** make separate reservations for each class. If you plan on paying with a purchase order, we **MUST** have a copy in our office one week before your scheduled visit.

AT THE MUSEUM

CHECKING IN

When you arrive at the museum, please check in at the front desk. Have your group remain outside where they can walk through the *Snoopy Labyrinth*, or in the front lobby if the weather is unfavorable. If you are running late please call, **(707) 284-1263** as soon as possible. Groups arriving more than 15 minutes late might not be able to participate in all the special field trip options originally requested.

BACKPACKS

Please leave all backpacks and bags either at school or on the bus. If you must bring these items inside, please let us know so we can make arrangements for safe keeping.

THE TOUR

After you have checked in, a docent will meet you to guide you around the museum. Your tour will be geared toward the topic you requested and will include a hands-on cartooning class. Groups larger than 30 students will be split into two or three smaller groups to rotate through the tour and cartooning class.

MUSEUM STORE

The museum has a small store that sells a variety of museum-themed gifts. You may also wish to visit Snoopy's Gallery and Gift Shop, located next to the Ice Arena.

ADDITIONAL INFORMATION

LUNCH OPTIONS

Bringing Lunch

Food and beverages are not permitted in the museum and there is no food service or picnic area at the museum. If you plan to bring bag lunches, we can store them behind the front desk during your tour. If weather permits, your group may eat lunch at the baseball field just to the north of our parking lot. You may also call the Warm Puppy Café at (707) 546-7147 ext. 203 to see if they can accommodate your group. The café is located across the street from the museum, at the Ice Arena.

Buying Lunch

The Warm Puppy Café offers a variety of foods, including a Snoopy Special (burger, fries, and soda), and a Woodstock Special (hotdog, chips, and soda). You can call (707) 546-7147 ext. 203 in advance to arrange for your lunches to be ready at the end of your tour.

CANCELLATIONS

If you need to change or cancel your tour, please call us at **(707) 284-1263** as soon as possible. We will be happy to help you reschedule your visit.

QUESTIONS? COMMENTS?

(707) 284-1263

schooltours@schulzmuseum.org

www.schulzmuseum.org