

# School Group Express Check-In

Please present completed form to Box Office staff upon check-in. School name: \_\_\_\_\_

Teacher name: \_\_\_\_\_

Teacher phone #: \_\_\_\_\_ Arrival date: \_\_\_\_\_ Total number of students: \_\_\_\_\_

Total number of required sponsors: \_\_\_\_\_ Total number of additional sponsors: \_\_\_\_\_

*One chaperone is required for every 10 students. Please collect all money from paying chaperones before arrival. Please note that any adult paying individually at the door will pay general admission.*

I have read and understood the Teacher Information Packet.

Teacher signature: \_\_\_\_\_

## Arrival

- A museum representative will lead the students into the museum from the bus. Students will be taken to a grouping zone.
- Main teacher or point of contact should check in at Guest Relations.

## Payment

- **Business Checks:** Checks will be reimbursed for amounts over \$50. The reimbursement check will be mailed to the school address after your visit.
- **Purchase Order:** Please bring a copy of your purchase order with you. An invoice will be mailed after your visit.
- **Credit Card:** Payments can be made in person or by calling Guest Relations at (405) 602-3760.
- Chaperones paying individually are charged the full general admission rate.
- Membership and/or coupons may not be used with school group rates.

## Lunches

- All lunches must be bagged and labeled.
- Lunches should be stored in the lunchroom. Carts are provided in the lobby to transport lunches.
- Please return carts to the lobby once lunches are unloaded.

## Shows

- Shows are included in the school group admission rate.
- Seating is on a first-come, first-served basis.

## Please Note:

- Students may not bring backpacks into the museum.
- Students must stay with sponsors for entire length of visit.
- Walk! For the safety of all of our guests, please do not allow children to run in the museum.
- Guests exhibiting disruptive or destructive behavior will be asked to leave and will be not issued a refund.
- For the safety and security of all guests, any injuries must be reported to SMO Safety & Security at the time of the incident. Please ask a member of Guest Relations for assistance.

## Enjoy your visit!

- Maps are available at the Box Office and at the Information Booth, as well as on monitors throughout the building.
- A museum scavenger hunt is available for your students on our website: [www.sciencemuseumok.org/field-trips](http://www.sciencemuseumok.org/field-trips).

By entering the museum, you grant permission to the museum or our approved sponsor/third party to use your name, voice, image or likeness in connection with any image, video, other transmission or reproduction promoting the museum. If you have any questions or concerns, please speak to a member of our Guest Relations team.