



Pre-Visit Timeline and Checklist

Six weeks before your trip:

- Confirm your transportation.
- Make your lunch plans.

Two weeks before your trip:

- Send payment with confirmation number. Checks are payable to SBMNH.
- Confirm your chaperones. (1 free chaperone per 5 students)
- Distribute directions and parking information for the bus driver.

One week before your trip:

- Conduct pre-visit activities with your students. You can find suggested activities in our Teacher's Guides at <http://www.sbnature.org/education/442.html> as well as in your confirmation email.
- Prepare student name tags.
- Collect permission slips from your students.
- Collect any fees for additional adults. If you won't be paying for extra adults with a credit card, prepare a single check or use one cash payment when you arrive.

One day before your trip:

- Review the behavior expectations with your group.
- Assign students to small groups. Color-coding the student nametags with the chaperone is very effective. Students tend to remember if they are the red group, blue group, etc.
- Assign a chaperone to each group.

Day of your trip:

- Review the plans, expectations, and schedule with your students, chaperones, and teachers.
- Distribute student name tags before arriving at the Sea Center.
- Introduce chaperones to the students in their groups before arriving at the Sea Center.
- We will work with you to handle any eventuality and if a problem develops (traffic, late arrival), please call 805-962-2526 ext.100.
- Communicate your departure time to bus driver, Sea Center staff, and chaperones.