

Pre-Visit Timeline and Checklist



Please review the following list to ensure that you are prepared for your Sea Center field trip.

* Important!

Six weeks before your trip:

- Confirm your transportation.
- Make your lunch plans.

Two weeks before your trip:

- Send payment with confirmation number. (Necessary to hold reservation.) Checks are payable to Ty Warner Sea Center.
- Confirm your chaperones. Provide them with our important **Chaperone Information Guide** and **Directions and Arrival Procedures** if driving.
- Distribute directions and parking information for the bus driver. This information can be found in our **Directions and Arrival Procedures** handout.

One week before your trip:

- Conduct pre-visit activities with your students. You can find suggested activities in our Teacher's Guides.
- 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 Behavior Expectations with your group.

- Assign students to small groups. Color-coding 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 prior to arrival.

Day of your trip:

- Review the plans, expectations, and schedule with your students, chaperones, and other teachers.
- Encourage students to be open to all learning possibilities on the bus ride, at the Sea Center, and in their interactions with Sea Center docents and staff. We want you to enjoy your visit.
- Distribute student name tags before arriving at the Sea Center.
- Introduce chaperones to the students in their groups before arriving at the Sea Center.
- Things do go wrong but we are flexible. Relax. We will work with you to handle any eventuality. If a problem develops (traffic, late arrival), please call 805-962-2526 ext.100.
- Let us know if any plans have changed, such as departure time, lunch plans, etc.
- Communicate your departure time to bus driver, Sea Center staff, and chaperones.

