

# FIELD TRIP DAYS GUIDEBOOK

**Adler**  
PLANETARIUM



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# POST RESERVATION CHECKLIST

We are so excited to welcome your group to the Adler Planetarium! Now that you've submitted your group reservation request, please follow the steps below to ensure that you're prepared prior to your visit.

## Confirming Your Reservation

Please add **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)** to your safe-senders list and check your spam filters if you have not received the confirmation notice email after five business days. If we are unable to accommodate your request, we will contact you to discuss alternative dates for your group. Please review your reservation for accuracy (especially arrival/departure times; activities; and lunch time) and make note of payment and cancellation policies. Now is a great time to confirm your transportation and begin recruiting chaperones using the chaperone requirements included in this packet.

## Making Changes or Canceling Your Reservation

Please contact us as soon as any change needs to be made to your reservation. *Changes will be accommodated on a space-available basis.*

If you need to cancel, you must do so in writing **14 days** or more prior to your visit date to receive a refund. *Cancellations less than 14 days out are not eligible for a refund.*

If you bring more students, teachers, or adult chaperones than is indicated on your group confirmation, **you will be charged full price admission and show fees for each additional person.**

*All same-day admissions and show tickets are based on availability.*

If you bring fewer students, teachers, or adult chaperones than were paid for at the time of scheduling, you will not receive a refund.





# FINAL PAYMENT

Payment is due in full two weeks prior to your visit. Once we receive your payment, we'll send you an email confirmation and receipt. At that point, your reservation is considered final. Payments can be made with credit card or check; Adler cannot accept purchase orders.

## Difficulty with Payment

If you're having difficulty making your payment, please contact us prior to your payment due date by calling **(312) 294-0364**. We will do our best to work out an alternative arrangement; however, if we do not hear from you and payment is not received, your visit will be canceled.

### Please send payment to

**Adler Planetarium  
ATTN: Business Office  
1300 S. DuSable Lakeshore Drive  
Chicago, IL 60605**

Or call **(312) 294-0364** for credit card payment.







# SELECTING CHAPERONES

To make the most of your visit and to help us create the best learning environment for all Adler Planetarium guests, we ask that you observe the following guidelines:

## Chaperones

Chaperones are adults **ages 21+** and are responsible for all students in your group and their behavior while visiting.

***Chaperones are required to be with your students at all times during your visit, regardless of your students' grade level. Unaccompanied students will be brought to the south box office until their chaperones are located.***

## Chaperones Per Student

We require at least one chaperone for every seven students for pre-kindergarten through third grade, and one chaperone for every ten students for fourth through twelfth grade. However, you are encouraged to bring one chaperone for every five students at all grade levels. Teachers are included in the chaperone-to-student ratio. Chaperones will receive complimentary admission and shows with proper ratio if pre-registered with the group.

***Reservations that do not meet these requirements will not be accepted.***





# LUNCH OPTIONS

Lunch space is limited and must be reserved in advance.  
Students may not carry lunches or any food or drinks into exhibitions.

## Lunch Option 1

### BRING YOUR OWN

Place student lunches all together in boxes or coolers labeled with your school name prior to your arrival at the museum. Lunches that are boxed together are less likely to get lost or misplaced. When you arrive, we will collect your boxes or coolers and keep them in the lunchroom until your assigned lunchtime.

If it's a nice day, consider eating your bag lunches outside picnic-style in the park area around the museum. This gives you greater flexibility with your schedule and timing.

## Lunch Option 2

### BUY LUNCH IN COSMIC CAFE

Three pre-purchased lunch options are available through our partner, Food for Thought. For details, please email **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)** or see our website at **<https://www.adlerplanetarium.org/visit/school-field-trips/field-trip-days/>**

## Important

Only groups with pre-registrations will be allowed into the Cafe. Pre-ordered lunch options must be paid for in advance of your visit.

Please note that lunches are limited to 20 minutes. It is important to arrive at the Cosmic Cafe 5 minutes before your scheduled lunch time.

Before exiting, school groups must dispose of all trash, leaving the tables and floors clear.





# ARRIVAL AT THE ADLER PLANETARIUM

## Bus Arrival, Drop-Off, and Check-In

### Be Prepared With

1. A copy of your confirmation email for check-in
2. The exact count of students, teachers, and chaperones in your group
3. Additional payment (if needed)

Plan to arrive as close to your designated arrival time as possible to allow for orientation and check-in, and at least **45 minutes** before your first scheduled show or program.

If you are running late, please let us know as soon as possible at **312-294-0364**.

School buses must drop off and pick up on the north side of the Adler, in the west-bound lane of Solidarity Drive. Look for our bus drop-off and pick-up loading zone signs.

Please be sure to print and share the **Group Pick-Up** and **Drop-Off Guide** (next page) with your bus drivers.

Upon arrival to the Adler, **please remain on your bus until an Adler staff member has greeted you and given directions for your visit.** If you are booked for a sky show, a packet of theater tickets will be provided to the group leader.

Your group will then be directed into the Adler. You will either enter through the Main Entrance, which is up a large flight of stairs, or the South Entrance, which is a 550 foot walk from the bus drop off area. If accessibility accommodations are needed and you did not make a note when making your reservation, please contact us at **(312) 294-0364** or **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)** prior to your visit so we can arrange accommodations.

You will be directed to store your coats and lunches as you enter, and can pick up content guides at this time. Content guides are also available on our website.

Be sure to come back to this area to pick up your items before you depart.



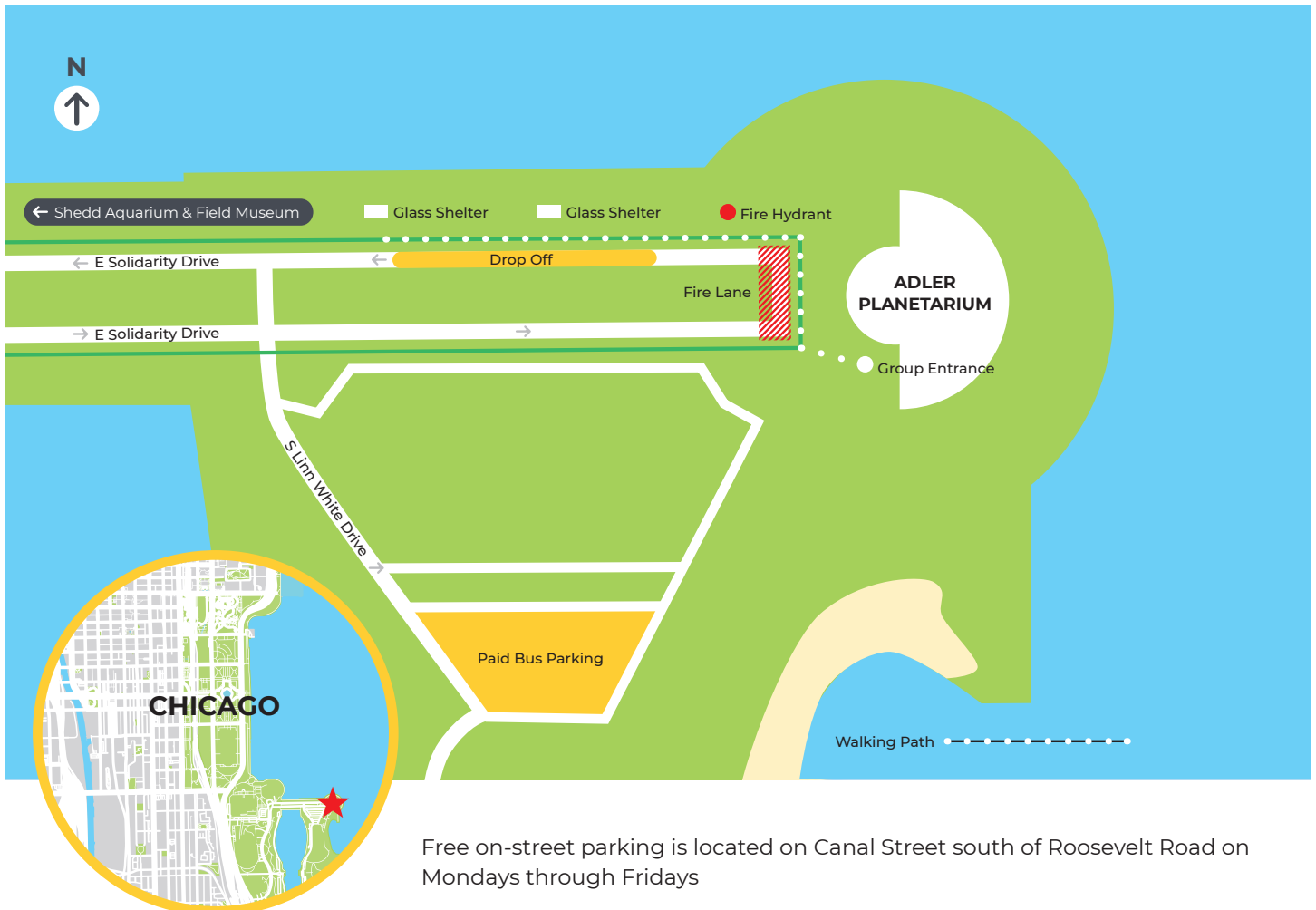


# GROUP DROP-OFF & PICK-UP

The Adler Planetarium is located on the Chicago lakefront, just steps away from the **Field Museum** and the **John G. Shedd Aquarium**. Group drop-off/pick-up is located on the west-bound lanes of Solidarity Drive, just west of the Adler. Buses should pull forward near the glass shelter, located on the north side.

The area directly in front of the Adler is a designated fire lane and stopping directly in front is **prohibited** by the Chicago Police Department, as is parking on the street in this area. Paid parking is available at the meters and in the lot adjacent to the Adler.

All parking on Museum Campus is managed by Soldier Field. For more information visit [soldierfieldparking.com](http://soldierfieldparking.com) or call **(312) 235.7701**.



Free on-street parking is located on Canal Street south of Roosevelt Road on Mondays through Fridays

[choosechicago.com/articles/view/MOTORCOACH-INFORMATION/154](http://choosechicago.com/articles/view/MOTORCOACH-INFORMATION/154)







# BUS PARKING AND PARKING FEES

All parking on Museum Campus is managed by Soldier Field. Parking for school buses and individual cars is available in the lot adjacent to the Adler Planetarium near our South Entrance. The fee for school bus parking starts at \$50 but can be raised by Soldier Field if a special event is taking place on Museum Campus.

Parking fees are not included in your Adler group visit fees and are not collected or handled by the museum. Parking fees may be paid in cash or credit card on the day of your visit directly to Soldier Field Parking staff.

For more information on pricing and Museum Campus events, visit **[soldierfieldparking.com](https://soldierfieldparking.com)** or call **(312) 235-7701**.





# MAKE THE MOST OF YOUR VISIT

A guide for teachers and chaperones

## Chaperone Responsibilities

Chaperones should check-in with their group leader about any shows, programs, or lunch reservations that have been made for students.

**Please arrive at those events ten minutes before the scheduled time.**

**Late arrivals for sky shows cannot be seated. If you are late for an education program or lunch, we may not be able to extend or reschedule due to space limitations.**

Hold on to all sky show tickets for your group. Pass out tickets right before entering the theater. Every student and adult seeing a show must have a ticket.

## Sky Show Tips

- Food and drinks are not permitted in the theaters or anywhere outside of the Cafe
- To help the line move smoothly, chaperones should stand at the head of their group when entering a theater
- Photos or videos cannot be taken inside our theaters during a show
- For safety, stay seated while show is in progress
- Due to safety guidelines, if you leave the theater during a show, you cannot be readmitted
- Be courteous of other visitors and remain quiet and respectful during the show
- Groups asked to leave due to behavior will not be eligible for a refund

## Chaperone Checklist

**MAKE SURE TO WRITE DOWN OR MAKE NOTE OF THE FOLLOWING:**

1. Any scheduled shows and activities for your group (remember to arrive ten minutes prior to the start time!)
2. Where and when to meet for lunch
3. Where and when to meet for departure
4. Your group leader's name and phone number

**Note:** Failure to adequately supervise your group may result in your group being asked to leave.





# STUDENT EXPECTATIONS

To make everyone's visit to the Adler Planetarium as enjoyable as possible, we ask that you remind your students of the following prior to your visit:

1. Be considerate of other guests
2. Walking and talking are appropriate, while running and shouting are not
3. Food, drinks, and gum are not allowed anywhere in museum except the designated eating areas
4. Unless indicated, please do not touch or climb on exhibitions and displays
5. When entering a sky show, please silence any cell phones or other electronics
6. Stay to one side when using the stairs
7. Stay with your chaperone
8. Have fun and enjoy your visit!

## QUESTIONS?

Don't hesitate to contact us at **(312) 294-0364** or **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)**. You can also find additional information, including downloads and print-outs for your visit, at **[www.adlerplanetarium.org/visit/school-field-trips/](http://www.adlerplanetarium.org/visit/school-field-trips/)**



## UPPER LEVEL

### 1 MISSION MOON

Step inside the story of Captain James A. Lovell, Jr., and witness the beginnings of America's journey into space.

### 2 GRAINGER SKY THEATER

Tickets available at the box offices.  
Destination Solar System  
Imagine the Moon

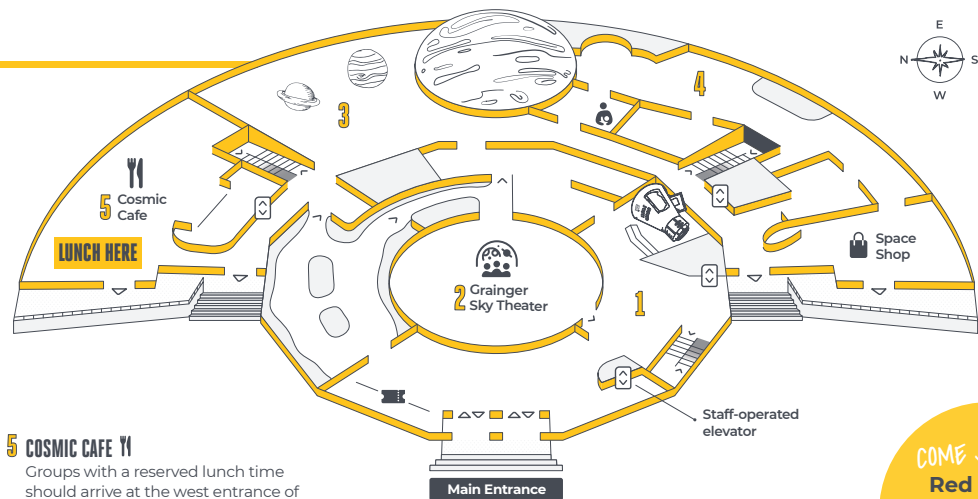
### 3 OUR SOLAR SYSTEM

Explore the many worlds—planets, moons, dwarf planets, and asteroids—that orbit the Sun.

**Red Rover: Mars Activity Station** is set up here.

### 4 PLANET EXPLORERS

Children in Pre-K through 3rd grade can blast off to Planet X and take the helm in this modern-day space adventure.



### 5 COSMIC CAFE

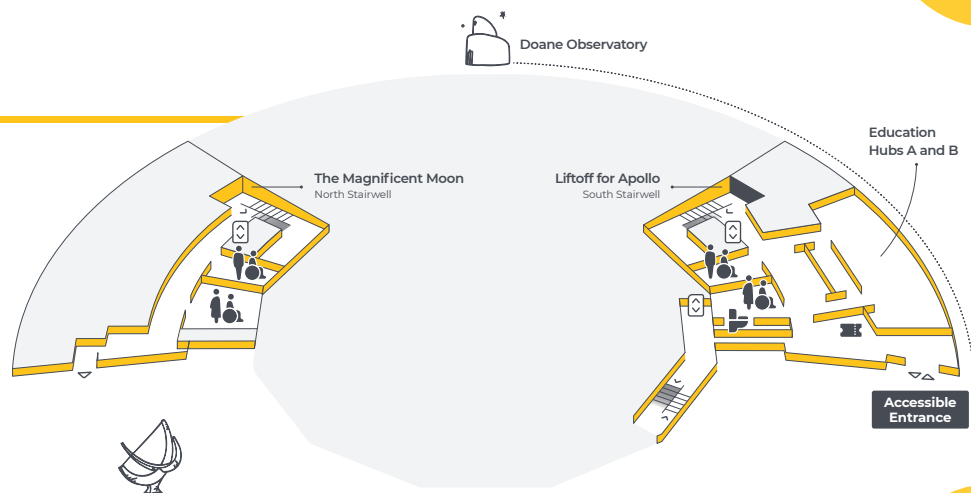
Groups with a reserved lunch time should arrive at the west entrance of the Cafe 5 minutes before their scheduled lunch.

COME JOIN US!  
**Red Rover:  
Mars Activity  
Station**  
in Our Solar System

## MID-LEVEL

### AMENITIES ON THIS LEVEL INCLUDE:

Restrooms equipped with changing tables  
Water fountains  
Ground level exits  
Vending machines (South)  
All Gender restroom



EXPLORE!  
**Content  
Guides**

Located near the  
Accessible Entrance

## LOWER LEVEL

### 6 ASTRONOMY IN CULTURE

Go back in history to learn about some of the cultures that have engaged in the quest to understand their place in the Universe.

### 7 COMMUNITY STAR STUDIO

Let your imagination shine in this collaborative design space.  
Check at exhibit for available times.

### 8 CHICAGO'S NIGHT SKY

Discover how your night sky connects you to everyone, past and present, in every place on Earth.

### 9 THE ATWOOD SPHERE

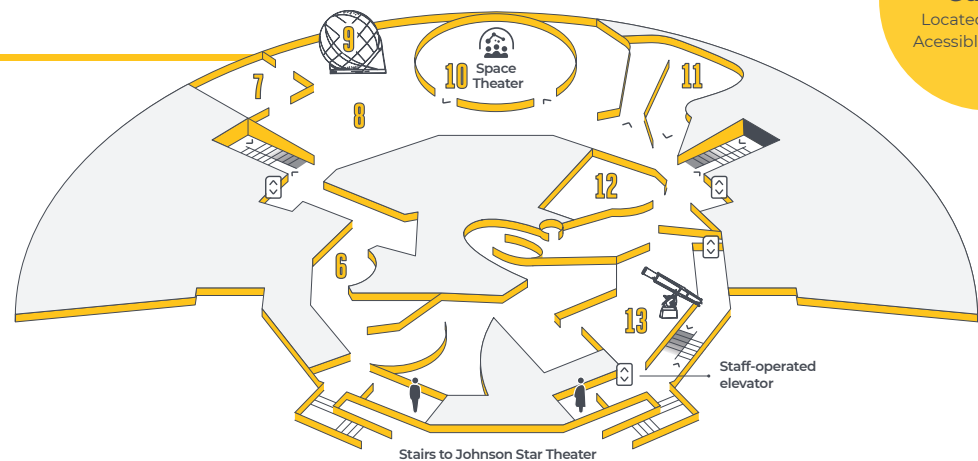
The Atwood is not operational at this time.

### 10 SPACE THEATER

Tickets available at the box offices.  
Skywatch Live!  
Planet Nine  
One World, One Sky

### 11 THE UNIVERSE: A WALK THROUGH SPACE & TIME

Visit distant corners of the cosmos and witness how the Universe has evolved over 13.8 billion years.



### 12 SPACE VISUALIZATION LABORATORY

Both Adler and visiting experts collaborate to create new ways for people to virtually explore the Universe.

### 13 TELESCOPES: THROUGH THE LOOKING GLASS

Uncover the extraordinary beauty and technology of some of the world's most important telescopes.





# CHAPERONE GUIDE

Chaperone's Name

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Teacher's Name

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Teacher's Cell Phone

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Students in my group

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Time / Activity

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Departure Time & Meeting Location

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## Reminders

Chaperones and students must stay together at all times regardless of grade level. If you get separated from members of your group, alert Adler staff.

You are responsible for the safety and appropriate behavior of all students in your group throughout your time at the Adler.

Follow the schedule listed above. Arrive 10 minutes early to shows and 5 minutes early to lunch.

Hold on to all show tickets for your group. Pass out tickets right before entering the theater.  
***Every student and adult seeing a show must have a ticket.***

Remind students to be considerate of other visitors and of museum exhibits and displays.

