

PLEASE HAVE A COPY OF THIS SHEET TO TURN IN AT CHECK-IN ON THE DAY OF YOUR TRIP

CHECKLIST

BUTTERFLY WONDERLAND

SCHOOL

TRIP DATE

TRIP TIME(S)

VERIFICATION NUMBER

CONTACT

Are you ready for your trip?

We know you're excited, but a little preparation can turn a good day into a great day!
Please sign and initial the checklist below before your trip and have a copy to turn in at the admissions window.

Field Trip Agreement

Preparing your trip...

- _____ We have confirmed our trip within a week of the scheduled visit and received a verification number (aka Survey ID).
- _____ We have secured a single payment (cash, credit, company check, or purchase order) that will cover the balance in full and understand that anyone wishing to receive the discounted rate must be accounted for in the group payment.
- _____ We have informed any individuals not accounted for in the above payment that they will be asked to pay regular admission.
- _____ We have planned for the increase in cost that may occur when student attendance adjusts the number of free adults due to the allotted ratio and understand that all adults are considered equally (teachers, aides, parents, drivers, etc.).
- _____ We have informed the coordinator of any questions, concerns or adjustments related to our trip and have provided adequate time to make any necessary accommodations.
- _____ We have ensured the coordinator has received a digital copy of any POs and our trip will not exceed the promised balance.
- _____ We have verified and completed all applicable forms in this packet with updated information and have copies as requested.
- _____ We have shared any relative information with all trip attendees (students, teachers, aides, parents, drivers, etc.).

Schedule and progression...

- _____ We are aware our group should expect to arrive 20 minutes before our scheduled trip time.
- _____ We are aware that we are required to have an exact student and adult count for the group in its entirety and to send the lead chaperone with this information and any required forms to the admission window for check-in.
- _____ We are aware that the check-in and entry process could take up to 15-30 minutes and that students and adults should expect to apply wristbands and receive a brief review of facility guidelines before entering the building.
- _____ We are aware that if our group has two tour times, the second group will spend approximately 30 minutes outdoors before entry into the facility and have planned accordingly for the delay with activities, snack, staggered arrival, etc.
- _____ We are aware that tours are self-guided and begin with a 15-minute, 3D-film that plays every 30 minutes.
- _____ We are aware that should expect to exit the facility approximately an hour and a half to two hours after entry.

Guidelines and expectations...

- _____ We will ensure that chaperones give proper supervision (attentiveness, behavior monitoring and intervention, etc.) at all times and know that unaccompanied groups are not permitted.
- _____ We will ensure that our group does not bring outside food into the facility and does not use the in-house café for resting or regrouping as café use is reserved for guests purchasing food.
- _____ We will ensure that all attendees act in accordance to these guidelines and know that our behavior can positively or negatively impact future field trips for our school/group.

NAME (PRINTED)

SIGNATURE

DATE

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