



Group Leader Checklist

Before Your Visit

Registering Your Group

- Select three possible dates for your visit.
- Fill out and submit the online Group Registration Form
- If you would like to discuss the schedule prior to your visit contact Groups Programs Manager Liz Greenberg at lgreenberg@echovermont.org.

Chaperones

- Secure chaperones for the field trip. Chaperones play an important role in your group's visit. In return for their help, ECHO provides complimentary admission for one chaperone for every five students. Teachers count towards your chaperone ratio.
- Fill out and share the [Chaperone Information Sheet](#) with each chaperone.

Students

- Review expectations for behavior with your students.
- Name tags with first names and the name of your school are helpful for our staff.

Reservation Changes

- To make changes or cancel your reservation *more than 48 hours in advance* please contact registrar Katie Garcia at kgarcia@echovermont.org or (802)864-1848 x 145.
- If you need to make changes or cancel your reservation *within 48 hours of your scheduled arrival*, please call ECHO's front desk at (802)864-1848 x100.
 - Trips may be canceled and rescheduled due to weather conditions without penalty.
 - Non-weather cancellations of Teacher Choice Programs or 3D movie tickets, must be canceled with at least 24 hours' notice or are subject to a \$100 cancellation fee.

When You Arrive at ECHO

Bus and Car Arrival and Car Parking

- Buses CANNOT drive into the circle in front of ECHO. The City of Burlington restricts traffic in the circle to city buses only. Your bus can unload in front of the Waterfront Information Booth in the city parking lot near ECHO. Please [review the map](#) with your bus driver.
- Chaperones coming in private cars or schools traveling by private car can get our best rate of \$5.00 per car to park. To reach our lot, head toward the Lake on College Street, cross the railroad track, take a left onto our driveway, and park in our lot behind ECHO. Pay the \$5 fee inside ECHO, not at the Kiosk.

Check-In and Greeting

- One teacher can go to ECHO's admission desk to check in.
- An ECHO Educator or Guest Services Representative will greet your group at the bus. Students should remain on the bus until an ECHO staff member comes to greet them.
- Please be prepared with your total number of students and adults attending the field trip.
- If you are having a Teacher's Choice Program your entire group will start in ECHO's classroom for a brief orientation and review of the day's schedule before programming begins.
- If your group is going on a self-guided tour of the exhibits, you will receive an orientation to the museum before you are sent out into the exhibits.

Payment

- Groups must be paid for in ONE payment (students and all adults together). Payment can be made on the day of your visit or you can request an invoice be sent to your trip leader or other contact.
- ECHO accepts checks made out to "ECHO", cash, and all major credit/debit cards.
- Group members who have an ECHO membership may not check in under their membership. Groups are not part of general admission and group rates do not combine with memberships.
- Sorry, no other discounts apply for individuals counted as part of your group admission.
- Individuals paying separately will be charged our regular admission rate and will not be counted as part of your group.

During Your Visit:

Self-Guided Exhibit Exploration

- Chaperone groups of 4-8 students are ideal.
- Students up to and including grade 6 should stay in chaperone groups.
- We find that small groups move at their own pace depending on their interests. Therefore there is no need to create a schedule for chaperone groups. Student experience is best if adult leaders follow the interests of their group as they move through the museum.

Lunch

- ECHO does not guarantee indoor seating for lunch but will provide it when available. Picnicking is also available on ECHO's Dealer.com Terrace or in Waterfront Park.
- We will provide a place for you to store your lunches while you explore the museum.

Champ's Legendary Creemee Stand (mid-May through early October)

- Please visit the creemee stand in groups of 10 people or less.
- Group payments are made at time of purchase. We cannot invoice your group for creemees.
- Inquire with the registrar for pricing, dates, and additional information.

The Gift Shop

- Students must be accompanied by an adult chaperone while in the gift shop.
- Please do not wait until the end of your visit to have your group visit the gift shop. Instead, have small chaperoned groups of students rotate through the gift shop throughout your visit.
- If you do not want your students visiting the gift shop, be sure to make this clear to the students and the chaperones before your visit.