

Tour-Planning Checklist

Use this checklist to prepare your students for their history adventure.

Booking Your Tour

___ Read the descriptions of tours and choose a program that meets your curriculum needs. Expect most tours to last one hour.

___ Discovery Tours require a fee of \$25 per class. A confirmation and invoice will be e-mailed to you within five days of scheduling your tour. Mail or deliver your check, money order, or purchase order, payable to **NCMOH Education Programs**, to Discovery Tours, North Carolina Museum of History, 5 E. Edenton St., Raleigh, NC 27601-1011. Payment must be received at least one week before the Discovery Tour, or the tour may be canceled. The museum will grant refunds only when a cancellation is received at least two weeks before the tour. For more information, please contact Susan Horton at 919-807-7982.

___ Begin planning your visit early! Call Capital Area Visitor Center at 919-807-7950, or toll-free at 866-724-8687, to make reservations.

Requests for all tours are taken on a first-come, first-served basis. Specify the tour you want when you schedule your visit.

NOTE: Schedule your tours for early autumn, January, February, or the summer months to avoid crowded galleries. Call at least **two weeks** in advance for a docent-led group tour *and four weeks in advance for a Discovery Tour. Check the date and time carefully on your confirmation e-mail!*

___ Ask Capital Area Visitor Center to add fifteen minutes to your tour to include a restroom break or a visit to the Museum Shop.

___ Look at your tour confirmation in the mail. Check the date and time carefully!

Planning Ahead

___ Enlist the help of parents as chaperones. Student groups should have one chaperone for every ten children.

___ You can visit our Web site (<http://ncmuseumofhistory.org/edu/Previsit.html>) for lessons, activities, and other information that will help your students prepare for their visit.

___ Double-check your transportation and report changes in your schedule to Capital Area Visitor Center at 919-807-7950 or toll-free at 866-724-8687.

The Day of Your Visit

___ Give your group plenty of travel time. Late arrivals will not be guaranteed their

scheduled tour.

___ Report cancellations or changes in your arrival time to Capital Area Visitor Center immediately at 919-807-7950 or toll-free at 866-724-8687.

___ Bring your confirmation materials with you.

___ Check in at the front desk upon your arrival.

___ Have a fun visit!