

Tour-Planning Checklist

Use this checklist to prepare your students for their history adventure. All tours are free.

Booking Your Tour

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

___ Begin planning your visit early! Call Capital Area Visitor Services 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.

___ Ask Visitor Services 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 Services 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 Services 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!