SCHOOL GROUP VISIT PLANNING GUIDE

PREPARING FOR YOUR VISIT

At least six weeks before your visit:

1. Choose the program that best meets your curricular needs and your students' interests.

2. Download, print, and complete the School Group Reservation Request. Submit it using one of the following methods:

Email to: groupreservations@computerhistory.org

Mail to: Group Reservations,
Computer History Museum,
1401 N. Shoreline Blvd., Mountain View, CA 94043

Important: If you need a transportation subsidy for a docent-led gallery discussion or workshop, you must indicate this on your School Group Reservation Request. Requests made after the form is submitted cannot be honored.

Four weeks before your visit:

1. We will confirm your reservation by email within approximately two weeks after we receive your request. If you have applied for a transportation subsidy, we'll also let you know the status of your application. Please note that we cannot guarantee your admission to the Museum on the day of your visit unless you have an email confirmation. If you do not receive an email from us within two weeks, please contact us to ensure that your visit is confirmed.

2. Consider visiting the Museum—for free!—to preview our exhibitions and prepare for your visit. Educators are admitted free upon with valid faculty or staff identification; advance notice is appreciated.

3. Help students get prepare for their visit: consult our Teachers' Toolkit for standards-aligned pre-visit lessons and classroom activities.

One or two weeks before your visit:

1. Familiarize yourself with the Visit Guidelines below. Contact the Museum if you have questions about any of our guidelines or policies.

2. Double-check to make sure you have enough chaperones. All school groups must arrive with two adult chaperones 18 years or older for every 15 students in grades 3 through 12. The Museum, at its discretion, may postpone or cancel tours for groups that do not have adequate adult supervision.

3. Distribute "Chaperone Guidelines" to all participating adults. Chaperones are responsible for monitoring student behavior and vupholding Museum policies; they must remain with the group at all times.

4. For docent-led programs, organize your class into groups of 15 or fewer students with at least two adult chaperones per group.

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AT THE MUSEUM

Before you arrive:

1. Distribute name tags to all students and adults. These will identify your group and help docents facilitate discussion in the gallery. Name tags should be readable from a distance and may contain first names only.

2. Separate students into groups of 15 or fewer, with at least two chaperones per group before meeting your docent.

3. Groups attending docent-led programs should plan to arrive 10-15 minutes in advance of their scheduled start time.

When you arrive:

1. Check in at the front desk; please be prepared to show valid identification. Due to space restrictions, we ask that students wait outside the Museum until their teacher has checked in. Chaperones must remain with students at all times.

2. Silence all cell phones and mobile devices before entering the galleries.

3. Check backpacks, lunches, and other restricted items (see below).

4. Groups attending docent-led discussions or workshops should visit the rest rooms before their program begins.

Parking
Classes arriving by carpool are welcome to park in the visitor parking spaces at the front of the Museum.
Buses may not park in the Museum parking lot, but
ample street parking is available. Students may be dropped off at the front of the Museum for entry, provided they have adequate adult supervision.

Lunches, backpacks, and supplies
Backpacks and lunches are not permitted in the galleries. We highly recommend that these not be brought into the Museum at all; if necessary, they can be stored at the coat check area upon arrival.

The following items may not be brought into the galleries; visitors may be required to check additional items at the Museum's discretion:

Food, drink, gum, Pens, markers, paints, Photographic flashes, tripods, video cameras, luggage and large bags

AFTER YOUR VISIT

Follow up in the Classroom
Help students continue their explorations of computer history when they return to school. Find suggestions for standards-aligned post-visit lessons and classroom activities in our Teachers' Toolkit.

Return Your Visit Evaluation
You will receive a brief survey asking for feedback
about your visit. Your comments are essential in helping the Museum design and improve our Education programs. Please feel free to contact us if you do not receive a survey.

Submit Documentation for
Transportation Subsidies
Schools whose requests for bus subsidies were approved when they made their reservations must provide documentation no later than 60 days after their visit to receive reimbursement. Find the Transportation Subsidy Reimbursement form and instructions for submission on our website.

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