

Teacher Unfield Trip Checklist

This packet is to help you prepare for your upcoming Unfield Trip at the Amazeum!

Before Your Visit:

- Review the Good to Know (pages 2-3) section of the packet
- Prepare chaperone groups (page 4)
 - 1st grade & up, 1:10 maximum
 - Kinder & below, 1:5 maximum
- Collect any cash from attendees or additional adults to make payment easier

Day of Visit:

- Itemized final headcount of students and required chaperones (including teachers)
- Have any payment for admission, workshops, or additional adults ready to go
- Students will stay on the buses when you arrive
- Have adults come off the bus to listen to the orientation

Don't Forget!

Additional adults are \$8
Additional siblings are regular admission

If you have updates on your arrival time, let us know by calling 479-696-9280 or emailing bbelanger@amazeum.org

Good to Know!



Arrival

Buses will pull up on the North Side of the building by Maude the Mockingbird (F1).

Be mindful of the pedestrian walkways.

Please be prepared to provide:

1. Final itemized headcount of students and required chaperones (including teachers)
2. Any payment needed (we accept cash, card, check, or PO)



F1- North Side by Maude

Exploring the Amazeum

Unfield Trips are self-guided and student driven. We will have Amazeum team members lead each group back into the museum to get you started, and from there, you are free to move at your own pace in those smaller groups.

Students must travel around the museum in their designated chaperoned groups at all times.

We suggest leaving jackets, coats, and backpacks on the bus. If they need to be brought into the building, they can be stored in the rolling bins in our Cubby Hallway.

What About Lunch?

We currently do not have a space for lunch to be eaten at the Amazeum. We recommend eating lunch before or after your visit at [Orchard Park](#) or [Memorial Park](#) nearby.

The pavilions must be reserved ahead of time through Bentonville Parks and Recreation.

If you need accommodations for anyone in your group, let us know and we will work with you!

Good to Know!

Bus Directions

Buses will enter our parking lot through the Museum Way entrance. Please follow the directions on the map and posted signs to unload on the North Side.

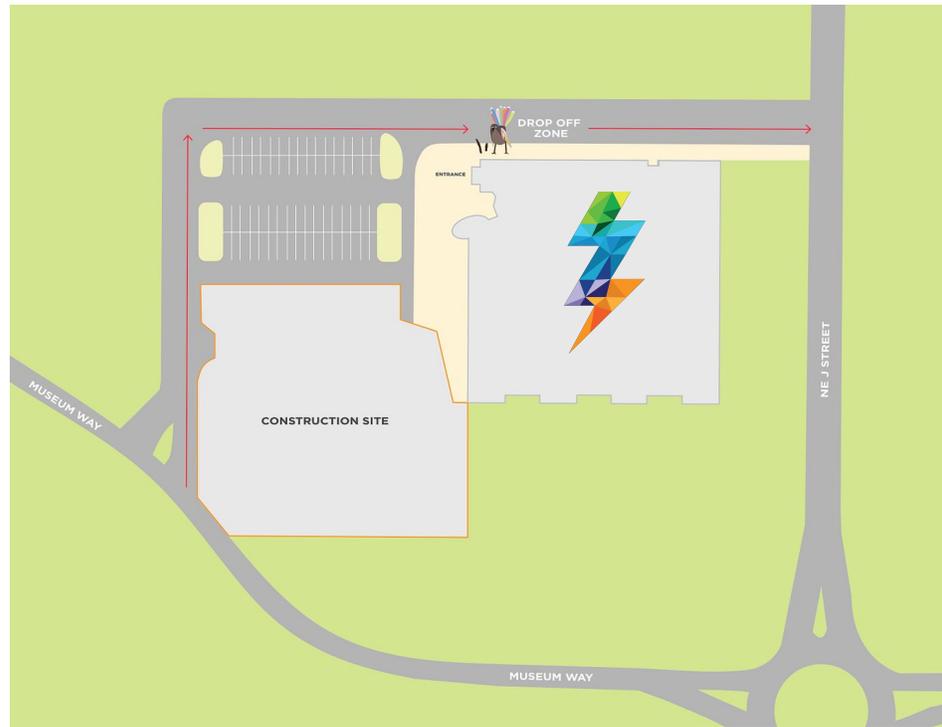
After unloading, buses can park across the street in the gravel lot or at Orchards Park.

Buses will pick up students in the same spot at the designated exit time.

Departure

Groups will meet at the designated time and exit spot discussed at orientation. Please visit the retail store, use the bathroom, and get a drink of water **before** lining up.

An Amazeum team member will lead your group out of the building and to your buses.



Tip!

We recommend getting the contact information of your bus driver before you unload, so you can contact them if needed.

Frequently Asked Questions

You may have more questions that come up and can find those answers on our [frequently asked questions page](#).

If you cannot find the answer there, let us know via email (bbelanger@amazeum.org) or phone call (479-696-9280 ext. 295)

Student Grouping

Chaperone Guide

We recommend assigning groups to chaperones prior to your arrival at the Amazeum.

Use of colored stickers, wristbands, shirts, or other methods of grouping can be very helpful to you and your adult chaperones!

Student Grouping Guides by Grade Level:

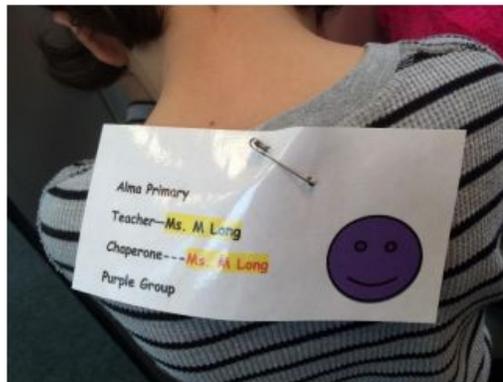
- [PreK-Kindergarten](#)
- [1st Grade](#)
- [2nd-3rd Grade](#)
- [4th-6th Grade](#)
- [7th Grade and beyond](#)

Grouping Ideas from teachers:

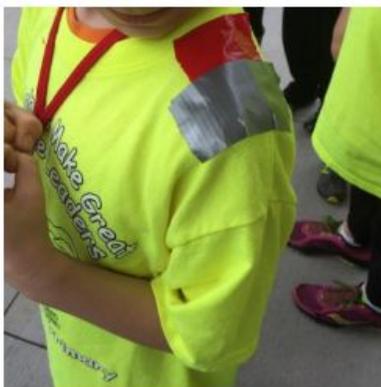
Colored Bandanas



Laminated Labels with Adult & Teacher Names



Colored Tape



Other Grouping Ideas

- ✓ School t-shirts by classes
- ✓ Large name tags
- ✓ Lanyards with names
- ✓ Name tags with stickers