



Information for Overnight Trip Coordinators

We are excited to host your Overnight Adventure at the Tallahassee Museum. The following information will help your program run smoothly.

Please arrive at the Tallahassee Museum no later than 7:00 p.m. EST as a group. Groups will be checked in on the front porch of the Admissions Building located at 3945 Museum Drive. The Museum will provide name tags if needed.

If you are driving to the Museum, you may unload your passengers and gear at the Admissions Building and park in the parking lot across the street. Be sure to lock your car. There is no parking fee.

Breakfast will be served between 7-8am, and will consist of bagels, cream cheese, jams, seasonal fruit, and juice. Coffee will be provided for the adults.

The Overnight Adventure officially ends at 8:30 a.m. in the morning. At this time, you should bring your sleeping gear to the side entrance at the back of the Admissions Building. Participants and gear may be picked up from the front porch of the Admissions Building. The Museum opens to the public at 9:00 a.m., Monday-Saturday and 11:30 p.m. on Sunday. All camp-in gear must be removed from public areas prior to the museum opening.

IMPORTANT:

A First-Aid kit must be brought by each group. The Tallahassee Museum cannot provide any type of medical aid. Should an emergency arise in which your First-Aid Provider is not equipped to handle, 911 will be called and the injured person will be transported to a nearby hospital. Be sure to bring any medical release forms you might need for the people in your group with you to the Overnight Adventure, (these are for your records as trip coordinator).

The Museum will not provide you with dinner. You are expected to eat before you arrive.

Please send copies

of the following Information Sheets to the parents of the participants, as well as the chaperones.

INFORMATION FOR PARENTS AND CHAPERONES:

One person from your group has been designated as your trip coordinator. If you have any questions, this coordinator should contact the Museum.

The Museum will assign an Overnight Adventure Leader to guide your group throughout the program. Chaperones must remain with their groups the entire time and be available to help the Overnight Adventure Leader.

Each child not accompanied by their parent should be assigned to a specific attending adult. That adult will be responsible for the child's behavior.

For your safety, the Museum recommends that minors submit a permission form, including brief medical history, to the group's first-aid provider. The museum is not responsible for this form.



Tallahassee Museum

TREE TO TREE ADVENTURES

T: (850) 575-8684
F: (850) 575-8243
W: TallahasseeMuseum.org
3945 Museum Drive
Tallahassee, FL 32310



Each leader should bring a flashlight in case of emergency. The Museum is equipped with emergency lighting and your Overnight Adventure Leader will have a flashlight. For night walks, the museum will provide flashlights.

There will be coffee provided in the Discovery Center at breakfast.

In the event of a fire alarm, you should remain calm. Your Overnight Adventure Leader will instruct you on the correct procedures to follow. Please be cooperative.

The Museum does not become completely dark at night. All sections of the Museum have some areas that stay lighted all the time in case of an emergency.

WHAT TO BRING:

- A sleeping bag or blanket and a pillow.
- An air mattress or pad is recommended because the floors are hard. We have found inflatable floats to be a good choice for campers.
- Comfortable clothing should be worn. Dress in layers; the Museum's temperature can vary greatly during the night.
- Be sure to wear closed toed shoes. We will be indoors and outdoors, so come dressed for the weather. There are restrooms available for changing.
- Toothbrush, toothpaste, and washcloth should also be brought.
- All belongings should be labeled and kept in a bag

PLEASE DO NOT BRING:

Gum • Electronic games • music players

QUESTIONS

All questions pertaining to payment or registration should be addressed to the Education Registration Manager at 850.575.8684 ext. 141, between 9 a.m. to 5 p.m. EST, Monday-Friday.

All questions pertaining to programming and group itinerary should be addressed to the Program Coordinator at 850.575.8684 ext. 115. If no one is available to help you, please leave a message and someone will return your call as soon as possible.



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