

# FIELD TRIP DAYS GUIDEBOOK

**Adler**  
PLANETARIUM



# TABLE OF CONTENTS

## 3 Post Reservation Checklist

Confirming Your Reservation

Making Changes or Canceling Your Reservation

## 4 Final Payment

## 5 Selecting Chaperones

## 6 Lunch Options

## 7 Arrival at the Adler Planetarium

## 8 Group Drop-Off & Pick-Up

## 9 Bus Parking and Parking Fees

## 11 Make the Most of Your Visit

Sky Show Tips

Content Guides

Planet Explorers

## 12 Student Expectations

## 13 Map (English)

## 14 Chaperone Guide (English)

## 15 Map (Spanish)

## 16 Chaperone Guide (Spanish)





# POST RESERVATION CHECKLIST

We are so excited to welcome your group to the Adler Planetarium! Now that you've submitted your group reservation request, please follow the steps below to ensure that you're prepared prior to your visit.

## Confirming Your Reservation

- Please add **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)** to your safe-senders list and check your spam filters if you have not received the confirmation notice email after five business days.
- If we are unable to accommodate your request, we will contact you to discuss alternative dates for your group.
- Please review your reservation for accuracy (especially arrival/departure times; sky shows; and lunch time) and make note of payment and cancellation policies.
- Sky shows and lunch space must be reserved ahead of your visit, and space is limited. Email to add these activities to your reservation.
- Now is a great time to confirm your transportation and begin recruiting chaperones using the chaperone requirements included on page 5 of this packet.

## Making Changes or Canceling Your Reservation

- Please contact us as soon as any change needs to be made to your reservation. *Changes will be accommodated on a space-available basis.*
- Changes to your visit must be submitted in writing by emailing [schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org). Please include your Order Number in this email.
- If you need to cancel, you must do so in writing **21 days** or more prior to your visit date to receive a refund. *Cancellations less than 14 days out are not eligible for a refund.*
- If you bring more students, teachers, or adult chaperones than is indicated on your group confirmation, **you will be charged full price admission and show fees for each additional person.** *All same-day admissions and show tickets are based on availability.*
- If you bring fewer students, teachers, or adult chaperones than were paid for at the time of scheduling, you will not receive a refund.
- Groups may only reschedule three times before they must submit a new booking request. Rescheduling due to inclement weather/unplanned school closure/museum closure do not count towards this number.





# FINAL PAYMENT

Payment is due in full two weeks prior to your visit. Once we receive your payment, we'll send you an email confirmation and receipt. At that point, your reservation is considered final. Payments can be made with credit card, check, or CPS purchase order.

## Deposit Policy

Schools that book 90 or more seats in a theater are required to pay a \$75 deposit to hold their reservation. The deposit is due two weeks after the booking confirmation has been sent or 3 weeks prior to the visit date whichever is soonest. If the trip is rescheduled more than 3 weeks prior to the visit date the deposit will be carried over to the new visit date. If it is less than three weeks prior to the visit date the deposit will not be refunded and a new deposit would be required for rescheduling.

## Difficulty with Payment

If you're having difficulty making your payment, please contact us prior to your payment due date by calling **(312) 294-0364**. We will do our best to work out an alternative arrangement; however, if we do not hear from you and payment is not received, your visit will be canceled.

### Please send payment to

**Adler Planetarium**  
**ATTN: Business Office**  
**1300 S. DuSable Lakeshore Drive**  
**Chicago, IL 60605**

Schedule a call with our office for credit card payment by emailing [schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org).





# SELECTING CHAPERONES

To make the most of your visit and to help us create the best learning environment for all Adler Planetarium guests, we ask that you observe the following guidelines:

## Chaperones

Chaperones are adults **ages 21+** and are responsible for all students in your group and their behavior while visiting.

***Chaperones are required to be with your students at all times during your visit, regardless of your students' grade level. Students and their chaperones must move through the museum together. Chaperones may not be stationary in "zones."***

***Chaperones are provided Adler branded chaperone stickers during orientation on the day of their trip. All adults in the group must wear these stickers somewhere visible on their person at all times while inside the building.***

***Unaccompanied students will be brought to the Accessible Entrance until their chaperones are located. Please see map on page 15 for Accessible Entrance location.***

## Chaperones Per Student

### Required:

- Pre-K – 3rd grade: 1 chaperone for every seven students (1:7)
- 4th – 12th grade: 1 chaperone for every ten students (1:10)

### Recommended:

- 1 chaperone for every 5 students (1:5), regardless of grade level.

Teachers are included in the chaperone-to-student ratio. Chaperones will receive complimentary admission and shows with proper ratio if pre-registered with the group.

Additional chaperones exceeding a 1 chaperone to 5 students ratio will be charged full price.

Please inform us at the time of booking if you have 1:1 aides or other accessibility needs that require exceeding this ratio so we can make arrangements.

***Reservations that do not meet these requirements will not be accepted.***



**We encourage you to print the last two pages of this guide and provide them to each chaperone.**





# LUNCH OPTIONS

A lunch time will be assigned to your group based on your schedule. Food and drink are prohibited outside of the Cosmic Cafe.



**Please note that lunches are limited to 20 minutes. It is important to arrive at the Cosmic Cafe 10 minutes before your scheduled lunch time. If you are late for lunch, we may not be able to extend or reschedule due to space limitations.**

## Lunch Option 1

### BRING YOUR OWN

Place student lunches all together in boxes or coolers labeled with your school name prior to your arrival at the museum. Lunches that are boxed together are less likely to get lost or misplaced. When you arrive, we will collect your boxes or coolers and keep them in the lunchroom until your assigned lunchtime.

If it's a nice day, consider eating your bag lunches outside picnic-style in the park area around the museum. This gives you greater flexibility with your schedule and timing.

## Lunch Option 2

### PRE-PURCHASE LUNCH FROM THE COSMIC CAFE

Three pre-purchased lunch options are available through our partner, Food for Thought. For details, please email [schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org) or see our website at <https://www.adlerplanetarium.org/visit/school-field-trips/field-trip-days/>

## Important

Only groups with lunch time reservations may use the cafe space. Please note if you do not book a lunch time there will be no space for your group to eat. These must be reserved prior to your visit. Pre-ordered lunches must be paid for in advance of your visit.

The Cosmic Cafe also offers a limited, school-group friendly menu on Field Trip Days, however, we cannot guarantee that the cafe can accommodate groups who do not pre-purchase lunch before their visit. If your group plans to order lunch, please inform staff before visiting and arrive at the cafe well ahead of your scheduled time.

**Before exiting, school groups must dispose of all trash, leaving the tables and floors clear.**





# ARRIVAL AT THE ADLER PLANETARIUM

Bus Arrival, Drop-Off, and Check-In

## Be Prepared With

1. A copy of your confirmation email for check-in
2. The exact count of students and chaperones (including teachers and aides) in your group
3. Additional payment (if needed)

Plan to arrive as close to your designated arrival time as possible to allow for orientation and check-in, and at least **45 minutes** before your first scheduled show or program.

If you are running late, please let us know as soon as possible by leaving a voicemail at **312-294-0364**.

School buses must drop off and pick up on the north side of the Adler, in the west-bound lane of Solidarity Drive. Look for our bus drop-off and pick-up loading zone signs.

Please be sure to print and share the **Group Pick-Up and Drop-Off Guide** (next two pages) with your bus drivers.

Upon arrival to the Adler, **please remain on your bus until an Adler staff member has greeted you and given directions for your visit.** If you are booked for a sky show, a packet of theater tickets will be provided to the group leader.

Your group will then be directed into the Adler. You will either enter through the Main Entrance, which is up a large flight of stairs, or the Accessible Entrance, which is a 550 foot walk from the bus drop off area.

You will be directed to store your coats and lunches as you enter, and can pick up content guides at this time. See page 10 for information about content guides.

Be sure to come back to this area to pick up your items before you depart.



If accessibility accommodations are needed and you did not make a note when making your reservation, please contact us at **[schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org)** prior to your visit so we can arrange accommodations.





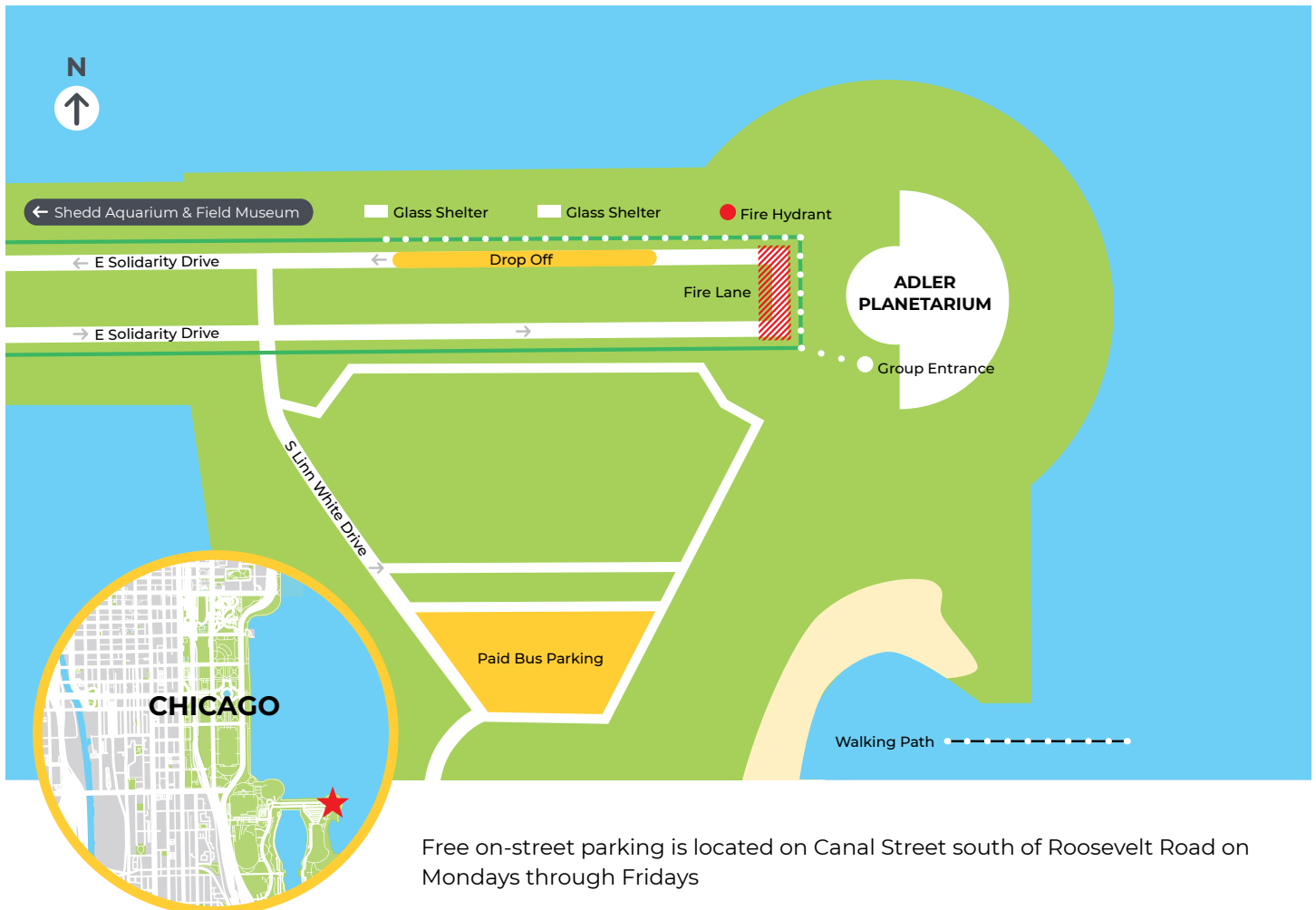
# GROUP DROP-OFF & PICK-UP

The Adler Planetarium is located on the Chicago lakefront, just steps away from the **Field Museum** and the **John G. Shedd Aquarium**.

**Group drop-off/pick-up** is located on the west-bound lanes of Solidarity Drive, just west of the Adler. Buses should pull forward near the glass shelter, located on the north side.

The area directly in front of the Adler is a designated fire lane and stopping directly in front is **prohibited** by the Chicago Police Department, as is parking on the street in this area. Paid parking for cars is available at the meters and in the lot adjacent to the Adler.

All parking on Museum Campus is managed by Soldier Field. For more information visit [soldierfieldparking.com](http://soldierfieldparking.com) or call **(312) 235.7701**.



Free on-street parking is located on Canal Street south of Roosevelt Road on Mondays through Fridays

[choosechicago.com/articles/view/MOTORCOACH-INFORMATION/154](http://choosechicago.com/articles/view/MOTORCOACH-INFORMATION/154)







---

# WELCOME!



**Welcome to Chicago's Museum Campus!** We are excited to host you and exceed your expectations for a fun, educational, and engaging experience. To make your trip go as smoothly as possible, we have a couple of guidelines about how to get to the Museum Campus, where to drop off your students, and where to park your bus.

## GETTING TO THE CAMPUS

Located on the beautiful shores of Lake Michigan, the Museum Campus is easily accessible via DuSable Lake Shore Drive. **We strongly recommend buses use the 18th Street** exit to minimize sharp turns and downtown traffic. Heading north along Special Olympics Drive will take you to the drop-off locations for all three institutions.

## DROP-OFF AND STAGING

All buses should use Solidarity Drive to reach their designated drop-off locations and for staging until drop-off locations are open.

- **Field Museum:** Bus drop-off is along the curb next to the East Lot.
- **Shedd Aquarium:** Bus drop-off is in the circle in front of the Aquarium.
- **Adler Planetarium:** Bus drop-off is on the north side of Solidarity immediately after making the turn past the Planetarium to head west.

## BUS PARKING

Once you have dropped off your group, **please park buses in the 18th Street** turnaround just west of DuSable Lakeshore Drive, as illustrated on the back side of this document. This location is conveniently located within walking distance of all Museum Campus locations as well as the South Loop (via a pedestrian bridge).

There is free, but limited, parking for buses on Canal Street south of Roosevelt Road. Bus drivers must remain with the vehicle while parked at this location.

In support of our collective commitment to environmental conservation, we also discourage idling—instead, please come join us in the museums with complimentary admission!

---

**We hope you enjoy your visit to the Museum Campus!** If you have any additional questions or thoughts on how we can make your experience better, please contact our visitor experience representatives.

Please refer to the map on the next page →



# MUSEUM CAMPUS POINTS OF INTEREST



## CAMPUS MAP

### Legend

.....> Suggested route

- ① Field Museum drop-off
- ② Shedd Aquarium drop-off
- ③ Adler Planetarium drop-off
- ④ Bus Parking (18th St. turnaround)

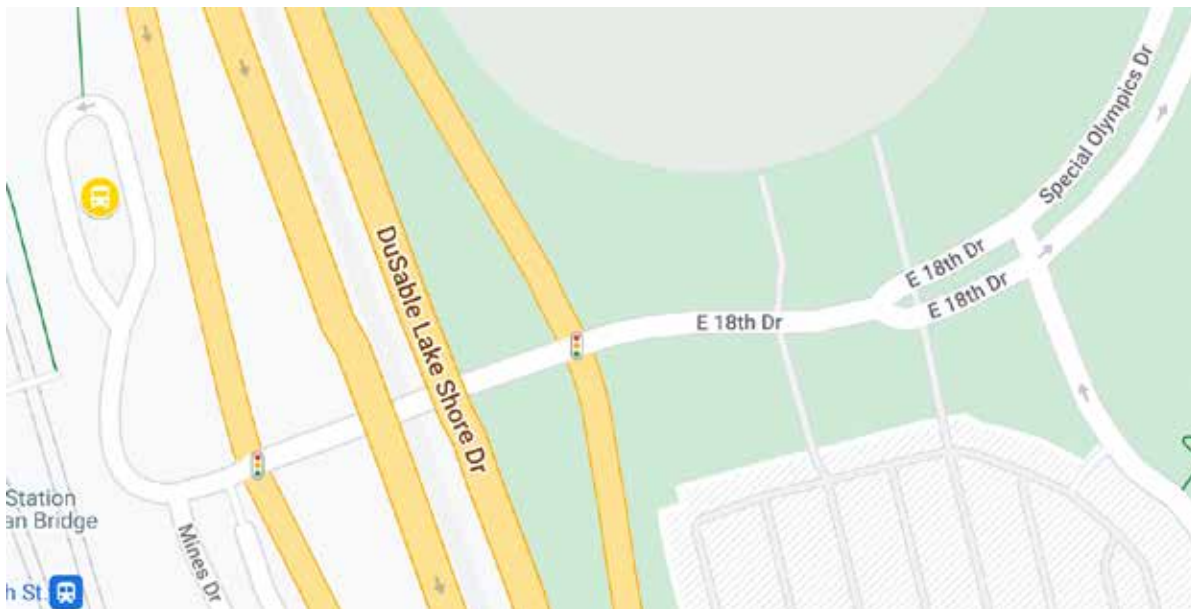
 Metra

 CTA Rail

 Trail



## BUS PARKING MAP





# MAKE THE MOST OF YOUR VISIT

A guide for teachers and chaperones

## Sky Show Tips

Wondering which sky show to see? View trailers and descriptions on [our website](#). and see the Field Trip Days schedule [here](#). [Big Astronomy](#) is also available on Field Trip Days.

Seeing a sky show? It's important to understand that planetariums operate differently than movie theaters. Here are some tips to make your sky show experience stellar:

- **Please arrive at the theater ten minutes before the scheduled time.**
  - **Late arrivals for sky shows cannot be seated.**
  - Hold on to all sky show tickets for your group. Pass out tickets right before entering the theater. Every student and adult seeing a show must have a ticket.
  - Your group should sit together. This makes space for other groups. Chaperones must sit with their assigned students.
  - Food and drinks are not permitted in the theaters or anywhere outside of the Cafe
  - To help the line move smoothly, chaperones should stand at the head of their group when entering a theater
  - Photos or videos cannot be taken inside our theaters during a show
  - For safety, stay seated while show is in progress.
  - Due to safety guidelines, if you leave the theater during a show, you cannot be readmitted
- Be courteous of other visitors and remain quiet and respectful during the show.
  - Groups asked to leave due to behavior will not be eligible for a refund

## Content Guides

Printable content guides are available in English and Spanish and can be accessed [here](#) and via the website. Copies are also available on-site.

## Planet Explorers

- Planet Explorers is an exhibit space designed specifically for guests in pre-k through 3rd grade.
- To maintain appropriate capacity, groups will be admitted first-come, first-served for 20 minute exploration periods.
- Please explore other exhibits if your group is 4th grade or above.
- 4th grade and above groups who may benefit from this space, for example, those with cognitive developmental differences, may request an accommodation by emailing [schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org) prior to visiting.

## Exhibits and Engagements

- Preview the exhibits you'll explore on your visit by visiting [our website](#)
- For interactive options, see the [Community Design Labs](#)

**Note:** Failure to adequately supervise your group may result in your group being asked to leave.





# STUDENT EXPECTATIONS

To make everyone's visit to the Adler Planetarium as enjoyable as possible, we ask that you remind your students of the following prior to your visit:

1. Be considerate of other guests
2. Walking and talking are appropriate, while running and shouting are not
3. Food, drinks, and gum are not allowed anywhere in museum except the designated eating areas
4. Unless indicated, please do not touch or climb on exhibitions and displays
5. When entering a sky show, please silence any cell phones or other electronics
6. Stay to one side when using the stairs
7. Stay with your chaperone
8. Have fun and enjoy your visit!

## QUESTIONS?

Don't hesitate to contact us at [schools@adlerplanetarium.org](mailto:schools@adlerplanetarium.org). You can also find additional information, including downloads and print-outs for your visit, at [www.adlerplanetarium.org/visit/school-field-trips/](http://www.adlerplanetarium.org/visit/school-field-trips/)



## UPPER LEVEL

### 1 MISSION MOON

Step inside the story of Captain James A. Lovell, Jr., and witness the beginnings of America's journey into space.

### 2 GRAINGER SKY THEATER

Tickets available at the box offices. Destination Solar System. Imagine the Moon.

### 3 OTHER WORLDS

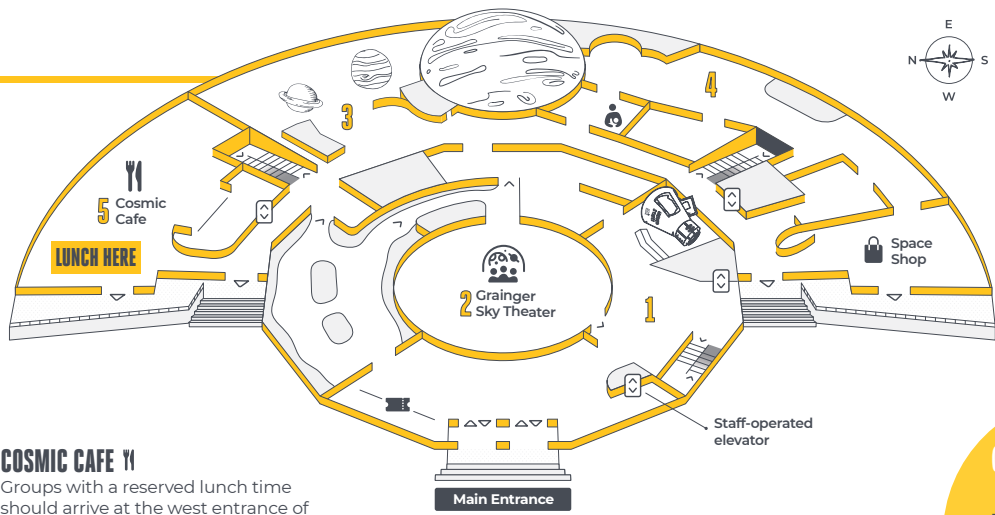
Explore gas giants, ice giants, super Earths, and mini-Neptunes across our solar system & beyond!

### 4 PLANET EXPLORERS

Children in Pre-K through 3rd grade can blast off to Planet X and take the helm in this modern-day space adventure.

### 5 COSMIC CAFE

Groups with a reserved lunch time should arrive at the west entrance of the Cafe 10 minutes before their scheduled lunch.



COME JOIN US!

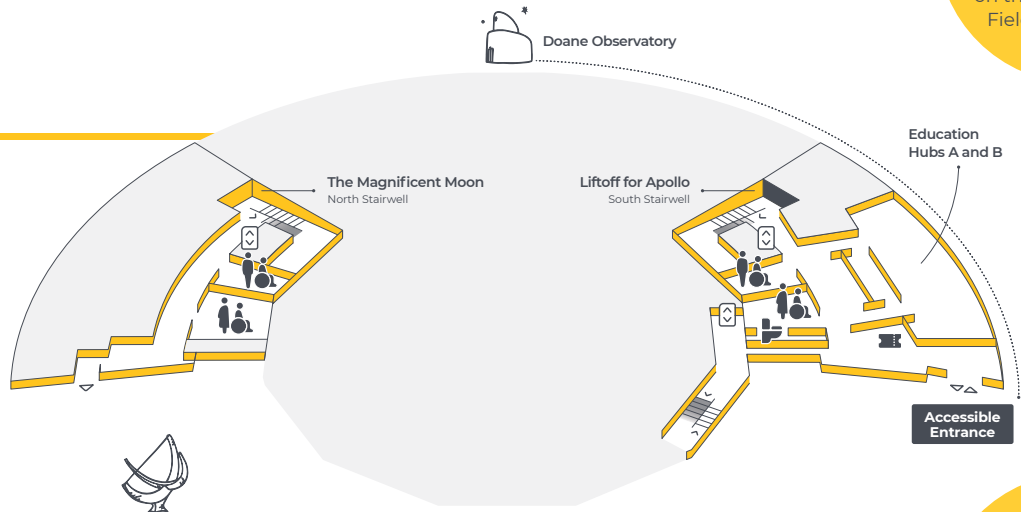
**Red Rover: Mars Activity Station**

on the Upper Level on Field Trip Days only

## MID-LEVEL

### AMENITIES ON THIS LEVEL INCLUDE:

Restrooms equipped with changing tables  
Water fountains  
Ground level exits  
Vending machines (South)  
All Gender restroom



EXPLORE!

**Content Guides**

Located at the Main Entrance and #12 on the map

## LOWER LEVEL

### 6 ASTRONOMY IN CULTURE

Go back in history to learn about some of the cultures that have engaged in the quest to understand their place in the Universe.

### 7 COMMUNITY STAR STUDIO

Create your own out-of-this world make and take craft in our art studio. Hours: 9:30AM-12:30PM. On Field Trip Days only.

### 8 CHICAGO'S NIGHT SKY

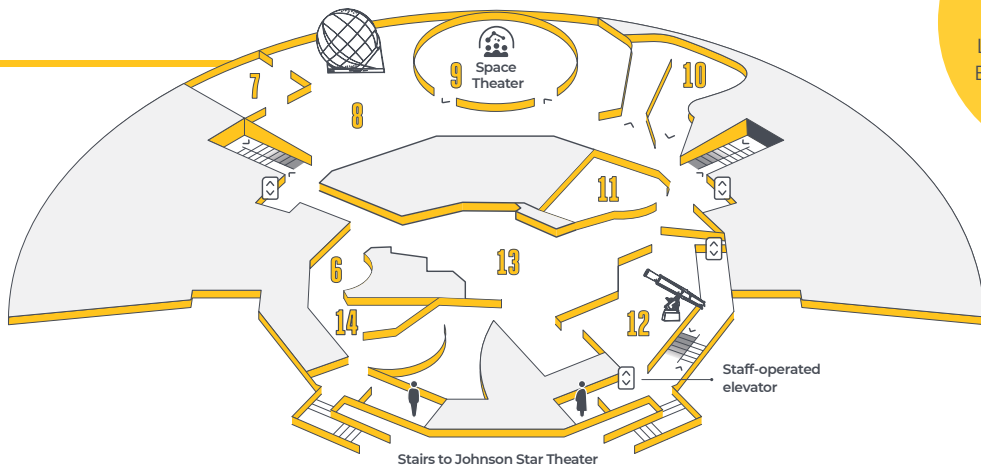
Discover how your night sky connects you to everyone, past and present, in every place on Earth.

### 9 SPACE THEATER

Tickets available at the box offices. Skywatch Live! Planet Nine One World, One Sky

### 10 THE UNIVERSE: A WALK THROUGH SPACE & TIME

Visit distant corners of the cosmos and witness how the Universe has evolved over 13.8 billion years.



### 11 SPACE VISUALIZATION LABORATORY

Both Adler and visiting experts collaborate to create new ways for people to virtually explore the Universe.

### 13 COMMUNITY STARGAZER'S HUB

Unravel the mystery behind tools of observation.

### 12 TELESCOPES: THROUGH THE LOOKING GLASS

Uncover the extraordinary beauty and technology of some of the world's most important telescopes.

### 14 TEMPORARY EXHIBIT GALLERY





# CHAPERONE GUIDE

Chaperone's Name

---

Additional Notes From Your Teacher

---

Teacher's Name

---

Teacher's Cell Phone

---

Students in my group

---

---

---

---

---

---

---

---

---

---

Time / Activity

---

---

---

Departure Time & Meeting Location

---

Bus Company and Bus number

---

## Reminders

Chaperones and students must stay together at all times regardless of grade level. This includes during sky shows. If you get separated from members of your group, alert Adler staff.

You are responsible for the safety and appropriate behavior of all students in your group throughout your time at the Adler.

Follow the schedule listed above. Arrive 10 Minutes early to any scheduled events.

Hold on to all show tickets for your group. Pass out tickets right before entering the theater. ***Every student and adult seeing a show must have a ticket.***

Remind students to be considerate of other visitors and of museum exhibits and displays.



## NIVEL SUPERIOR

### 1 MISIÓN LUNA

Adéntrate en la historia del Capitán James A. Lovell, Jr., y sé testigo de los comienzos del viaje de Estados Unidos al espacio.

### 2 TEATRO CON CIELO GRAINGER

Entradas disponibles en taquillas.  
Destino al Sistema Solar  
Imagina la luna

### 3 OTROS MUNDOS

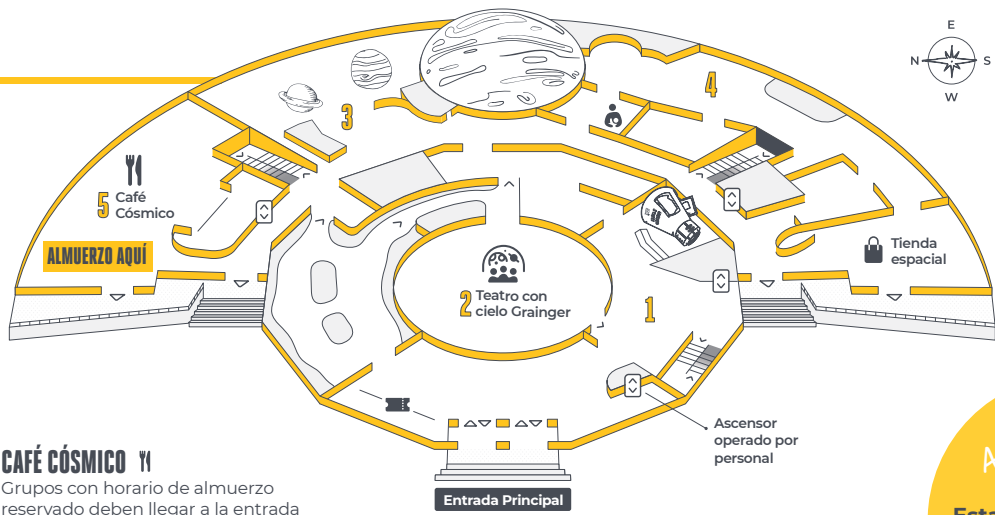
Explorar gigantes gaseosos, gigantes de hielo, super tierras, mini neptunos, atravez de nuestro systema solar y más allá.

### 4 EXPLORADORES DE PLANETAS

Niños de Pre-K a 3er grado puede despegar hacia el Planeta X y tomar el timón en esta moderna

### 5 CAFÉ CÓSMICO ☺

Grupos con horario de almuerzo reservado deben llegar a la entrada oeste del Café 10 minutos antes de su almuerzo programado.

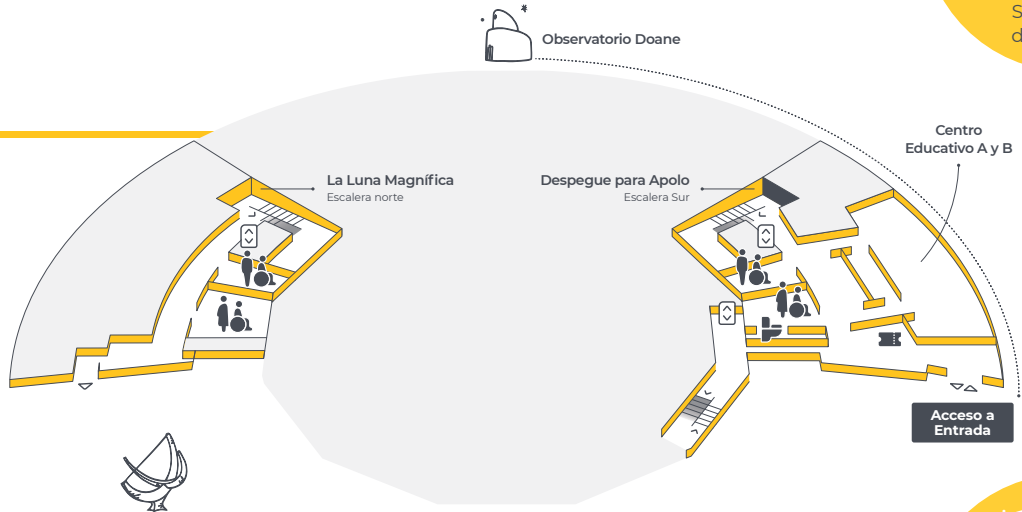


VEN Y  
ACOMPANANOS  
**Red Rover:**  
Estación de actividad  
de Marte  
En el nivel superior  
Solo en Días  
de Excursión

## NIVEL MEDIO

### AMENIDADES INCLUIDAS EN ESTE NIVEL:

- Baños equipados con cambiadores
- Fuentes de agua
- Salidas a nivel del suelo
- Máquinas expendedoras de comida (Sur)
- Baños para todos los géneros



¡EXPLORA!  
**Content Guides**  
En el Entrada Principal y #12 en el mapa

## NIVEL INFERIOR

### 6 ASTRONOMÍA EN LA CULTURA

Retrocede en la historia para conocer algunas de las culturas que se han comprometido en la búsqueda de comprender su lugar en el Universo

### 7 ESTUDIO ESTRELLA DE LA COMUNIDAD

Crea su propia creación de otro mundo en nuestro estudio de arte.  
Horario: 9:30 a. m. a 12:30 p. m. solo en Días de Excursión

### 8 EL CIELO NOCTURNO DE CHICAGO

Descubre cómo se conecta tu cielo nocturno a todos, pasados y presentes, en todos los lugares de la Tierra.

### 9 TEATRO ESPACIAL

Entradas disponibles en taquillas.  
¡Observa el cielo en vivo!  
Planeta Nueve  
Un mundo, un cielo

### 10 EL UNIVERSO: UN PASEO POR EL ESPACIO Y EL TIEMPO

Visita rincones lejanos del cosmos y sé testigo de cómo el Universo ha evolucionado durante 13.8 billones de años

### 11 LABORATORIO DE VISUALIZACIÓN DEL ESPACIO

Tanto Adler como los expertos visitantes colaboran para crear nuevas maneras en que las personas exploren virtualmente el Universo.

### 13 CENTRO COMUNITARIO DE STARGAZER

Unravel the mystery behind tools of observation.

### 14 GALERÍA DE EXPOSICIONES TEMPORALES

### 12 TELESCOPIOS: A TRAVÉS DEL ESPEJO

Descubre la extraordinaria belleza y tecnología de algunos de los telescopios más importantes del mundo.





# GUÍA DE CHAPERONES

**Nombre del acompañante**

---

**Notas adicionales del maestro**

---

**Nombre del maestro**

---

**Teléfono celular del maestro**

---

**Estudiantes en mi grupo**

---

---

---

---

---

**Tiempo / Actividad**

---

---

---

**Hora de salida y lugar de reunión**

---

**Empresa de autobús y número de autobús**

---

## Recordatorios

Los acompañantes y los estudiantes deben permanecer juntos en todo momento independientemente del nivel de grado.

Esto incluye el período durante los espectáculos del cielo. Si alguien se separa de los miembros de su grupo, alerten al personal de Adler.

Usted es responsable de la seguridad y el comportamiento apropiado de todos los estudiantes de su grupo durante su estancia en el Adler. Siga el cronograma indicado anteriormente. Llegue 10 minutos antes a los espectáculos y al almuerzo.

Conserve todas las entradas para los espectáculos de su grupo. Distribuya las entradas justo antes de entrar al teatro. **Todo estudiante y adulto que vea un espectáculo debe tener una entrada.**

Recuerde a los estudiantes que sean respetuosos con otros visitantes y con las exposiciones y exhibidores del museo.

