

Tips for your Museum Visit

McKinley Presidential Library & Museum
800 McKinley Monument Dr. NW
Canton, OH 44708
330-455-7043
www.mckinleymuseum.org

Thank you for making a reservation for your students to visit the McKinley Presidential Library & Museum. Please take a few minutes to read the following valuable information and share it with your colleagues. Our goal is to provide a program that students will enjoy and remember.

Before your trip

Program fees:

- Confirm your reservation by sending a \$50 **non-refundable** deposit or a purchase order at least two weeks prior to your visit. Please include the date of your visit on checks/purchase orders. The balance of the fee is due upon arrival. Groups using purchase orders will be billed for the balance of the fee. Payment is due within 30 days.
- Group fees are to be paid with one check, credit card or large bills. Please no coins.
- No other coupons or discounts are permitted.

Pre-Visit Material:

- Pre-visit material can be downloaded from our website, www.mckinleymuseum.org. Please share this information with your colleagues.

Lunch arrangements:

- **Lunches must be packed in crates, boxes or baskets and labeled clearly with the name of the school.** It works best if they are packed according to class. Please be aware there may be other groups scheduled to eat before, during and after your group. Vending machines are available with snacks and drinks ranging from \$.55-\$.85

Museum conduct:

- Please walk inside the museum, do not run.
- Please stay with your group.
- Please be good listeners when others are speaking, whether it is the museum educator or another student. Please do not take pictures while the docent is speaking.
- For the care and preservation of our objects flash photography and video taping **are not allowed** in the Museum.
- Gum, food, beverages and smoking are not allowed in the exhibit halls of the museum.
- Running, shouting, ignoring instructions from museum staff and handling artifacts in hands-off areas are behaviors that may result in your group being asked to leave the museum without a refund.

Chaperones:

- Because we have structured tours we have no requirements for additional chaperones beyond the teacher. Parents are always welcome, but please emphasize with them their importance as role models in being good listeners.

OVER

Museum Shoppe:

- **Time to shop in the museum shoppe should be scheduled in advance of your visit as extra volunteers are needed to expedite your shopping.** Items purchased by students will be bagged with their names on the bag. The bags will be put in a larger bag with the teacher's name on it. Bags may be picked up at the end of your visit to the Wm. McKinley Presidential Library & Museum.

Nametags:

- Nametags identifying your school and the student's name are helpful to our educators. It's also a good idea to identify chaperones.

The Day of the Trip

Arrival:

- Aim to arrive early: Since our educational programs are often scheduled back to back, we ask that you arrive 10 minutes early. The faster we check in, unload the bus, hang up coats, use the restrooms etc. the more time we will have for the program. **If you are late, a portion of your program may be shortened or omitted** to put you back on schedule.
- **Buses, vans, and cars:** Please unload in front of the museum building. There is ample parking for buses in any of the museum's parking lots.

Check In:

- When you arrive, teachers/leaders please check in first. **Please have an accurate count of the number of students/people in your group.** Then bring in your students. Each group will be given a schedule of activities while in the museum. It is important that you follow that schedule.

Lunch:

- Lunch is 30 minutes long. During this time please have students use restrooms so that everyone is ready to start the next activity without delay.

Cancellations:

- Cancellations **must be made at least two weeks in advance.** Failure to cancel ahead of time will result in a cancellation charge equal to ½ of your scheduled program fee. There is no charge if your program is cancelled due to bad weather.

After your visit

Post-Visit Material

- Following your visit to the Wm. McKinley Presidential Library & Museum please visit our website at www.mckinleymuseum.org for follow up activities.

Program evaluations:

- Please take time to fill out a program evaluation and return it by mail to: Christopher Kenney, Director of Education, Wm. McKinley Presidential Library & Museum, 800 McKinley Monument Dr. NW, Canton, OH 44708. We appreciate your comments and suggestions.

**Thank you for scheduling a trip to
The McKinley Presidential Library & Museum!**