Group Planning Packet

2018

From the Tourism & Group Sales Department
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How do I book my group reservation?
To book a group reservation, fill out the Reservation Form on page 9 and send it via fax or mail. You can also fill out the online reservation form at fieldmuseum.org/visit/group-visits. If you are making a reservation with less than one week before the visit date, please call us directly at 312-665-7300 with a credit card for immediate payment.

How many tickets do I need to purchase to get the group discount?
You must purchase 10 or more tickets to get the group discounted rates.

When is the best time to visit the museum?
Visitors arriving on a weekday by 10am or after 2pm will find fewer crowds.

When is the museum open?
The Field Museum is open from 9am to 5pm everyday with the last general admission at 4pm and the last special exhibition entry time at 3:30pm. The museum is only closed on Christmas Day. Please call us or check The Field Museum website for early closures and extended hours.

How do I get to the museum?
The Field Museum is located on Chicago’s beautiful lakefront Museum Campus. Take Lake Shore Drive to the 18th Street exit. Follow Museum Campus Drive and the posted signs. See our website for a detailed map.

Where can our motorcoach park?
Free parking for motorcoaches is available in designated areas west of the museum at the intersection of Roosevelt and Canal. Coaches cannot stage on Solidarity Drive or the museum drop-off areas.

What about Bears home game days?
We do not accept group reservations on Chicago Bears Game days that are scheduled at home (Solider Field).

Where can our group eat lunch?
The Group Sales Department offers Field to Table catering options for purchase. See page 8 for a detailed menu. Lunch purchases come with one hour in a lunch space plus a $75 staffing fee. You can also pre-purchase $5, $10 or $15 food vouchers to The Field Bistro or Explorer Cafe to be used at any time on the day of your visit.
Permanent Exhibitions

The museum’s 35 permanent exhibitions feature our core collections! See SUE, the world’s largest and most complete T.rex fossil ever found! Discover Ancient Egypt with 23 mummies. Be awed in our Native American Hall or dazzled by the Grainger Hall of Gems and the Hall of Jade. Meet the famous man-eating Lions of Tsavo, or journey to the glittering Aztec empire in Ancient Americas. Explore Evolving Planet, where giant sloths, woolly mammoths and dinosaurs roam!

Special Ticketed Exhibitions

**Ancient Mediterranean Cultures in Contact**
October 20, 2017 - April 29, 2018
What happens when cultures collide and people are able to trade, interact, and influence each other like never before? This exhibit will feature an impressive array of Roman, Egyptian, Greek, and Etruscan objects and dives into a time when borders opened and civilizations began to interact. This unprecedented movement led to trade, travel, and the exchange of ideas across seas and continents, fueling innovation and adoption in the arts, religion, language, and writing.

Each individual piece in the exhibition has a much larger story to tell: a Roman Period mummy from Egypt, an Etruscan vase made in the Greek style, and the crowning of Greek and Roman leaders as pharaohs challenge what we’ve come to believe about these ancient nations and the world we live in today.

**Mummies**
March 16, 2018 - April 21, 2019
See mummies as you never have before in this rare, close-up look at mummies from the two places in the world with the longest and most interesting mummification traditions: ancient Egypt and ancient Peru. Comprised entirely of objects from The Field’s own collection, the exhibition includes 14 mummies, exquisitely painted coffins, stone sarcophagus fragments, ceramics, mummified animals, and mummy masks.

**Antarctic Dinosaurs**
June 15, 2018 - January 6, 2019
Today, Antarctica can be a forbidding land of snow and ice—but dinosaurs thrived there 200 million years ago in a lush, forested environment. Opening in 2018, this new exhibition follows Field Museum scientists on the thrilling search for never-before-seen fossils and sheds new light on our planet’s changing climate and geology.

Journey alongside early explorers, see our scientists’ groundbreaking discoveries firsthand, and witness the extreme conditions of expeditions to the “Lost Continent.”

**Cyrus Tang Hall of China**
*(New Permanent Exhibit!)*
Explore a culture of deep tradition and dynamic change. Through textiles, rubbings, bronzes, ceramics, and sculpture, travel across thousands of years of history of one of the world’s most influential civilizations.

**EY 3D Theater**
Get up close to dinosaurs, mummies, and other fantastic creatures in our 3D theater!
Please inquire about current showings.

Please see the museum website for all sponsor and organization credit information. Dates and exhibitions subject to change without notice.
Group Ticket Rates

Select a ticket package from one of the following three choices. All tickets include Basic Admission.

<table>
<thead>
<tr>
<th>All-Access Pass</th>
<th>Retail Rate</th>
<th>Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (ages 18+)</td>
<td>$38.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Students/Seniors</td>
<td>$33.00</td>
<td>$28.00</td>
</tr>
</tbody>
</table>

Includes all permanent exhibitions, special exhibitions, and a 3D movie!

<table>
<thead>
<tr>
<th>Discovery Pass</th>
<th>Retail Rate</th>
<th>Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (ages 18+)</td>
<td>$32.00</td>
<td>$27.00</td>
</tr>
<tr>
<td>Students/Seniors</td>
<td>$28.00</td>
<td>$23.75</td>
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Includes all permanent exhibitions plus one special exhibition or 3D movie.

<table>
<thead>
<tr>
<th>Basic Admission</th>
<th>Retail Rate</th>
<th>Group Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (ages 18+)</td>
<td>$24.00</td>
<td>$20.50</td>
</tr>
<tr>
<td>Students/Seniors</td>
<td>$21.00</td>
<td>$17.75</td>
</tr>
</tbody>
</table>

Includes all 35 permanent exhibitions.
Plan a meal for your group to enjoy during their visit! Book a lunch space for your group to eat in, set up with tables, chairs, and linen, and we’ll deliver your food to the space ($75 staffing fee applies). Or you can provide $5, $10, or $15 food vouchers for guests to use any way they’d like in The Field Bistro or Explorer Cafe ($25 administrative fee applies).

**Gourmet Box Lunches - $14.75 per person**

Box lunches are accompanied by a side salad, chips, housemade cookie and an assortment of soft drinks and water. Choose up to three of the following sandwiches options:

- **Smoked Turkey Breast** - turkey breast, avocado, cucumber, alfalfa sprouts, tarragon aioli on sliced 9-grain bread
- **Tuscan Tuna** - water-packed white tuna, olive oil-cured white beans, parsley pesto, red leaf lettuce, grilled tomato on olive sourdough
- **California Wrap** - herbed grilled chicken breast, cucumber, alfalfa sprouts, roma tomatoes, avocado, bibb lettuce, green goddess sauce
- **Black Forest Ham Club** - black forest ham, mustard seed gouda, hickory bacon jam, bibb lettuce, beefsteak tomato, caramelized onion, herb aioli on pretzel sub roll
- **Grilled Eggplant** - balsamic grilled eggplant and zucchini, whipped goat cheese, oven-cured plum tomato, fresh basil leaves on tomato focaccia
- **Caprese Wrap** - buffalo mozzarella, roasted red peppers, arugula, oven-roasted tomato, fresh basil pesto

Prices above do not include tax.

The current food tax rate is 11.25%. For canned and bottled beverages the tax rate is 14.25%.

All prices subject to change without notice.

All tickets and services are subject to availability.

At least two weeks notice is required to provide food service.
Get an insider’s perspective on the museum and unique stories about our artifacts. We’ve worked with our docent and curatorial staff to create the following options for your group to maximize time and enhance the Museum experience!

**Docent Led Tour** - $5 per person
Take a guided tour through some of our permanent collections with one of our knowledgable docents. On a Museum Highlights tour, spend 60 minutes learning about the history of the museum and allow our specialized docents to share their favorite secrets! One docent per 15-20 visitors is provided. Due to space contraints, the group may be segmented into smaller groups.

**Docent Presentation** - $5 per person
If you’ve chosen to see a special temporary exhibition, have a Field Museum docent provide your group with a 20 minute expert introduction and content overview before you enter the exhibition. Presentations are not available with all special exhibitions.

**Sip, Swirl and Learn about Sustainability** - $15 per person
The new Abbott Hall of Conservation: Restoring Earth opened in November 2011. This new hall showcases Field Museum scientists and curators as they turn conservation science into action. In celebration of this new, permanent hall opening, we have launched a conservation oriented, sustainable wine tasting package. Your group will enjoy red, white or a combination wine flight that features Terroir, Sustainable or Certified Organically Farmed Wines. Beer tastings also available!

**Scavenger Hunt** - $50 flat fee
This Q&A formatted scavenger hunt will take guests on a quest to find answers in our permanent collections. Self-guided hunts with no staff assistance start at just a $50 flat fee. The scavenger hunt is a great guide for students or an exciting team building activity for a corporate group or business outing!

All tour options must be booked a minimum of two weeks prior to visit. Ask us about other available programs!
Did you know that The Field Museum houses nearly 26 million specimens and artifacts? Less than 1% of those are on display to the public! Explore the storerooms and working laboratories that house these exquisite and unique collections during your own Behind the Scenes Tour!

**Start with The Field Museum Highlights:**
Start the day in our grand Stanley Field Hall with a docent-led tour of the Museum’s history and highlights. You’ll be introduced to treasures of the museum’s permanent collections, including the world famous man-eating Lions of Tsavo and our fighting African elephants - part of the museum’s collection since the World’s Columbian Exposition in 1893.

**Zoology and the Third Floor:**
Dig into one of the non-public collections areas with a museum curatorial staff member leading the way. We’ll take you through the Zoology and Entomology departments. Get up close with real live bugs during a special presentation from a Field Museum insect expert. Hold live insects, see a scorpion glow in the dark, observe Madagascar hissing cockroaches and more! Learn about the special worker bugs that clean animal skeletons and tour the non-public third floor of the museum where our scientific staff work every day!

Tours are $59 per person with a 25 person minimum and include basic admission, a special exhibition viewing, a private docent-led Museum Highlights tour and a private hour-long Behind the Scenes Tour!

All tour options must be booked a minimum of two weeks prior to visit. Ask us about other available programs!
Reservation Form

Ready to book your trip to The Field Museum?! You can fill out this form and fax it to 312-665-7301 or visit fieldmuseum.org/visit/group-visits and fill out the online form.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Fax Number</th>
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<table>
<thead>
<tr>
<th>Group Name</th>
<th>Tour Operator</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Group’s Address and Zip Code</th>
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</table>

When would you like to visit the museum? ________________________________  (Month)   (Day)      (Year)

What TIME would you like arrive at the museum? ________________________________  Depart? ________________________________

Which of our exciting SPECIAL EXHIBITIONS would you like to see?

- Ancient Mediterranean Cultures in Contact
  October 20, 2017 - April 29, 2018

- Mummies
  March 16, 2018 - April 21, 2019

- Antarctic Dinosaurs
  June 15, 2018 - January 6, 2019

- Cyrus Tang Hall of China
  (Permanent Special Exhibition)

- Underground Adventure
  (Permanent Special Exhibition)

- 3D Movie

How many people are coming?

- Adults
- Students
- Seniors
- TOTAL

Would you like to plan a breakfast, lunch or snack for your group? (circle one) YES NO

Which meal option would you like? _____________________________________________

Would you like to request a tour? (circle one) YES NO

Which tour would you like? ____________________________________________________

If you are a music group would you like to perform at the museum? (circle one) YES NO
**Group Music Performances**

We are pleased to offer complimentary performance space for student band, choral and orchestral groups with the purchase of the Discovery Pass. Perform for museum visitors in Stanley Field Hall - home of the fighting African Elephants and the 40 foot tall totem poles!

Please fill out the form below and send it in with your reservation form.

<table>
<thead>
<tr>
<th>Performing Group’s Name:</th>
<th>Type (i.e. band, choir etc.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired performance time (please write “1” next to first choice and “2” next to second choice):</td>
<td>Name of outside contracting equipment vendor (if applicable):</td>
</tr>
<tr>
<td>10:30am, 11:30am, 12:30pm, 1:30pm, 2:30pm</td>
<td></td>
</tr>
<tr>
<td>Performance Date:</td>
<td>Director’s Name:</td>
</tr>
<tr>
<td>Group’s Hometown:</td>
<td>Age/Grade Level of Performers:</td>
</tr>
<tr>
<td>Number of Performers:</td>
<td>Number of Chairs Required:</td>
</tr>
<tr>
<td>Please use the space below to diagram out your desired seating arrangement.</td>
<td>Performance Repertoire (limit 30 minutes):</td>
</tr>
</tbody>
</table>

Please read and sign that you acknowledge the following performance guidelines:

- Chairs are provided at no extra charge, as well as access to electrical outlets. Any equipment needed beyond chairs (i.e. stands, piano, power cords) must be provided by the group.
- No batons, flags, throwable props, risers or staging are allowed.
- There is NO storage for equipment or carts available for equipment transportation. We recommend performance groups store their equipment on their motorcoaches immediately following the performance.
- There is a staffing fee for weekend performances.
- Since the venue is indoors, volume level of the group must not exceed 85 decibels.

**Director’s Signature:**

_________________________________
Next Steps

I sent in the reservation form for my group visit!

What happens now?
You will receive a confirmation in approximately 2-3 days. Your tickets are not reserved until we send you the official confirmation for your group visit. Please review the confirmation upon receipt and make sure the date, time and group count are correct.

When do I make payments for the group tickets?
A 50% deposit is due 14 days after the confirmation is received. The final payment and final numbers are due 14 days prior to the visit date or the reservation is subject to cancellation.

Can I get a refund if I cancel?
A full refund is available if the cancellation is made 14 days prior to the date of the visit. No refunds are available after that time. Refunds are not given for unused tickets due to illness or last minute cancellations.

How do we check-in when we get to the museum?
All group members should enter through the East Entrance upon arrival. Please send the group leader to the group desk to check-in. Tickets are not printed for groups. Please bear in mind that while the museum makes every effort to be flexible, timed events (exhibitions, tours, movies etc.) are subject to cancellation if your group is late.

Where do we go if we have a docent tour?
Meet your docent at the information booth in Stanley Field Hall, near the fighting African Elephants (located on the main level of the museum.) Tours require walking and are subject to cancellation if the group is more than 15 minutes late.

What if we ordered a meal?
At your designated meal time, proceed to the space indicated on your confirmation. The space, if reserved, is available for 1 hour for meals (unless other arrangements have been made).

How do we enter a special exhibition?
Enter into the specially ticketed exhibitions should be done as a group. You can enter the exhibition at your designated time and up to 30 minutes after that time. You do not need printed tickets, just check in under your group name with our staff!

What do we do if we have 3-D Theater tickets?
Please gather and queue up 15 minutes prior to the show start time in the theater lobby located on the upper level of the museum near the SUE store. Late arrivals will not be allowed into the theater due to safety reasons.
Questions? Want to make a reservation? We’re here to help! Here’s how to reach us.

Tourism and Group Sales Office Hours:
Open - Monday to Friday, 8:30am - 4:30pm
Closed - Saturday to Sunday and on select holidays

Mailing Address:
The Field Museum
Attn: Group Sales
1400 South Lake Shore Drive
Chicago, IL 60605

Phone: (312) 665-7300
Fax: (312) 665-7301
Email: groupsales@fieldmuseum.org