

DOZIN'^{WITH} THE DINOS

An overnight experience at The Field Museum

GROUP LEADER PACKET

The GROUP LEADER PACKET includes:

- Basic Fact Sheet
- Group Leader Checklist
- Group Registration Form
- Permission Slip *(required for Group Members)*
- Group Roster
- Merchandise Pre-Order Form *(optional for Group Members or Individual Families)*

Please download the OVERNIGHT PACKET for:

- Sample Schedule
- Directions to The Field Museum
- Things-to-Bring Checklist
- Frequently Asked Questions
- Merchandise Pre-Order Form *(optional for Group Members or Individual Families)*

DOZIN' WITH THE DINOS



Some basic info about The Field Museum's 2016 *Dozin' with the Dinos* overnights

What is the *Dozin' with the Dinos* overnight program like?

Bring your sleeping bag and explore one of the most exciting spots in town!

Dozin' with the Dinos is a unique opportunity for children ages 6-12 to spend the night at The Field Museum. Spend your evening enjoying workshop activities like dissecting an owl pellet or live insects from your own backyard. Enjoy a snack break to fuel yourself for a self-guided tour of *Inside Ancient Egypt* – in the dark! (Make sure to bring your flashlight!) Before you know it you're listening to bedtime stories next to the *Maori Meeting House* and crawling into your sleeping bag in one of our wondrous exhibitions.

When are *Dozin' with the Dinos* overnights offered?

Overnights begin Fridays at 5:45pm and end Saturdays at 9am. This year we are also offering one Saturday night program.

January 15	February 5	February 19	April 1*	May 6
January 29	February 12	March 18	April 9^	May 13

*Girl Scouts of GCNWI have reserved a bulk number of tickets for this date. Scouts can register via the Council.

^This is our only Saturday overnight

Who are *Dozin' with the Dinos* overnights designed for?

Dozin' with the Dinos overnights are for children ages 6 to 12 and their chaperones. Individual families and groups can register for this event. Scouts, schools, churches, community groups and others are welcome at the overnight. Groups can range in size, but must always maintain a minimum 1:3 ratio of chaperones to children. *Minimum group size is 15. Chaperones must be at least 21 years old. We have the right to refuse entry if age requirements are not met.*

What is the age requirement for *Dozin' with the Dinos* overnights?

Children attending the *Dozin' with the Dinos* overnights are required to be between the ages of 6 and 12. The activities offered are designed for children in this age range and children who are younger or older would not find them appropriate for their skills and/or interests. Children younger than 6 years are not allowed particularly because of the program timeline: programming runs until 11:30pm with a bedtime of 12:30 am.

How much does a *Dozin' with the Dinos* overnight cost for Groups?

- Group Rate: \$60 per person. A group consists of 15 or more people. Groups with fewer than 15 members must register as individuals.
- *Due to limited space, Premium Package tickets are not available to groups*

When should I register for *Dozin' with the Dinos*?

Dates for the next year's season are announced in July. If you know your schedule in advance, we recommend registering as soon as possible. *Every season a number of our overnight dates WILL SELL OUT.* Note that our overnight season for 2016 is January through May. There will not be any overnights later in the year, so registering in 2015 is highly encouraged.

How do groups purchase tickets for *Dozin' with the Dinos*?

To reserve group tickets your group must:

1. Choose a Group Leader – this is someone who will attend the event and serve as the liaison to the Museum before and during the event.
2. Have the Group Leader complete the Group Registration Form in this packet.**
3. Please make sure to list the correct Group Name- this needs to be the actual name of the group and the address for the group.
4. Send the Group Registration Form to:

Email: overnights@fieldmuseum.org

Mail: The Field Museum – Group Overnights
1400 S Lake Shore Drive
Chicago, IL 60605-2496

** Registrations will be accepted starting July 2015. If your first choice is filled, we will work with you to try to place you in your second or third choice. The more flexibility you have with dates, the greater the chance of placing your group in an overnight

Dozin' with the Dinos Group Leader Checklist

Glad to hear that you and your group are planning to come to a Dozin' with the Dinos overnight program at The Field Museum! Your part of the Dozin' with the Dinos overnight is outlined below:

Anytime from July 2015 until 6 weeks before the program date: (Please remember, you are not guaranteed a place if you wait until 6 weeks before the event)

- Consult your group regarding your choices of dates – try to do this as far in advance as possible in order to avoid dates being sold out
- Fill out the Group Registration Form
 - Provide an initial estimate attendance number (It is important to note that we only charge a deposit and will not charge for all the estimated spots.)
 - Provide first/second/third choices of program dates
 - Provide payment information for the deposit as a security against the total balance. The form will not be processed without a credit card number, even if the deposit is paid by check.
 - A \$10 registration fee is due at the time of registration
 - Send the Group Registration Form to The Field Museum

Email: overnights@fieldmuseum.org

or **Mail:** The Field Museum – Overnights 1400 S Lake Shore Drive Chicago, IL 60605

***Sending in the Group Registration Form is the *only* way to secure space for the overnight.**

Please do not wait to turn in this form even if you have spoken with Dozin' with the Dinos staff regarding availability for a particular date – spaces fill quickly and we will not reserve space until the Group Registration Form and deposit has been received.

- Receive email confirmation from The Field Museum (processing time typically takes two weeks from receipt of payment of deposit)
- Download and read the entire Overnight Packet (available for download on <http://www.fieldmuseum.org/at-the-field/programs/dozin-dinos>) This should answer many of your questions and clarify our policies.

5-6 weeks before the program date:

- Confirm final number of adults and children attending the overnight
- Ensure that all children participating are within the required age range of 6 to 12 years
- Ensure all chaperones are over 21 year olds. The adult to child ratio is 1 to 3.
- Turn in the typed **Group Roster** and **Remaining Balance Form** (based on the finalized attendance) on or before the due date (5 weeks before the event date).
- Turn in **Child Permission Waivers** via email or mail (also make sure to keep a copy for your own records)
- Share the Overnight Packet with your group members. It is the responsibility of all group members to understand the rules, policies, and expectations of the event.

***Note that any groups turning in their initial registration 5 weeks or less before the overnight will be required to make the complete payment at the time of registration.**

1-2 weeks before the program date:

- Double check that you and the Museum have Permission Slips from all the minors in the group
- Make sure your group knows your Group Name and knows where to find you upon arrival** (South Entrance lobby) It is important for guests to know the group name and the leader's name that is registered for this program.
- Turn in Merchandise Pre-Order Forms via email, or mail, please do not fax in your order. Only credit cards are accepted for pre-order. No checks are accepted for merchandise purchases. (*Merchandise Pre-Order forms are accepted earlier, but forms must be received on the **Wednesday before the event** or they will not be filled.*) If you preorder, you are able to skip the lines at the event and spend more time exploring the overnight.

At the program:

****Bring this checklist with you as a guide.****

- Arrive the night of the event at 5:45pm (you must be there by check-in)
 - If you are unable to arrive on time, please find a secondary contact person for your group to check-in.
- Check in at the Group Admission Desk and pick up the check-in packet for the entire group – the person checking you in will go over all the important information for the evening.

- Remain at the South Door to distribute check-in information to the rest of your group until the entire group arrives or until orientation begins at 6:30. You're responsible for:
 - Giving chaperones a packet with the Schedule, Workshop Map, Sleep Map and Rules sheet
 - Instructing everyone to meet at Orientation in James Simpson Theatre on the Ground Level at 6:30pm. (Orientation is mandatory for all overnight participants.)
 - Explaining PARKING
 - Explaining where and when to pick up pre-ordered merchandise – by SUE the T-rex between 9:30pm and 10:30pm. (If you pre-ordered on behalf of your whole group and will be picking up the items yourself, please let your group know where and when to meet you.)
 - Explaining where and when to purchase tickets for the 3D movie, *Waking the T-Rex: the Story of SUE*, if your group plans to attend. Tickets are \$5 each and the movie will be shown in the Simpson Theater at 8:00 pm & 9:15 pm.
 - Explaining how to get to your sleep location and/or directing your group to volunteers at the South Door who will walk back to your sleep location with you.
 - Encouraging your group to place their sleep gear in the assigned exhibit and to set up their sleep gear after snack. Be sure to leave a 3-foot walkway whenever possible.
- At 6:30pm give the extra check-in packets back to overnight staff at the South Door. Overnight staff will check in any of your group members who have not arrived by that time.
- Attend orientation with your entire group at 6:30pm
- You are responsible for your group's behavior throughout the night.
- Enjoy the overnight

2016 Dozin' with the Dinos Group Registration Form

Send the completed Dozin' with the Dinos Group Registration Form "ATTN: Overnights" to:
Email: overnights@fieldmuseum.org **Mail:** 1400 S. Lake Shore Drive, Chicago, IL 60605

GROUP NAME: _____

Group Address _____

City _____ State _____ Zip _____

Group Leader (*must* be someone attending the event): _____

Phone: _____ **Email Address (all confirmations will be sent via email):**
 _____ @ _____

EVENT DATE: (Please indicate your first, second and third choices):

January 15	February 5	February 19	April 1	May 6
January 29	February 12	March 18	April 9	May 13

GROUP TOTAL:

The minimum group size is 15. Groups 14 or less must purchase tickets online at the standard rate. The minimum adult to child ratio is 1 adult per 3 children. If necessary, groups may increase or decrease their group size slightly, but please remember **only the spaces reserved on this form are guaranteed** – please be as accurate as possible.

Number of Adults: _____ + Number of Children _____ = Group Total: _____

Group Total: 15 to 50 people	Group Total: 51 to 100 people	Group Total: 101 or more people
Group Total _____ x \$60 = \$ _____ Processing Fee + \$10	Group Total _____ x \$60 = \$ _____ Processing Fee + \$10	Group Total _____ x \$60 = \$ _____ Processing Fee + \$10
TOTAL AMOUNT DUE: \$ _____	TOTAL AMOUNT DUE: \$ _____	TOTAL AMOUNT DUE: \$ _____
Deposit Amount: \$600.00	Deposit Amount: \$1,500.00	Deposit Amount: 50% of Total: \$ _____

DEPOSIT INFORMATION:

Every registration must have credit card information as a security against the final balance being paid by the due date. **If you are mailing a check with your registration, your credit card will not be charged for your deposit. Even if paying by check, you must include a credit card number in order for your form to be considered complete and ready for processing.** If you are emailing your registration, you must pay the deposit with a credit card. **Deposits are non-refundable.** Forms received less than 5 weeks before an overnight event must be paid **IN FULL** at time of registration. **The total balance (minus the deposit) is due 5 weeks before the event and will be charged to the credit card on file. NO REFUNDS WILL BE GIVEN.**

Visa MasterCard American Express Discover Check payable to "The Field Museum"
 (We must receive check to reserve your spot)

Card number: _____ Exp. Date: _____

 Cardholder Name

 Cardholder Signature

FOR OFFICE USE ONLY:

Received: ____/____/____
 Entered: ____/____/____
 OV Date: ____/____/____
 E-Confm: ____/____/____

Deposit: \$ _____
 Paid By: CREDIT CHECK
 Client #: _____
 Final Bal: \$ _____
 Final Tix.#: _____

Paid By: CREDIT CHECK
 Check #: _____
 Final Amount Paid: _____

Child Participant Permission Waiver – For *GROUP MEMBERS*
(Not necessary for General Overnight or Premium Package Families)

Turn in completed Waiver to Group Leader. All forms due to The Field Museum 5 weeks before event date.

Date of the Overnight _____

Group Name _____

Child's Name _____

Medical or special considerations: _____

Emergency Contact (someone not attending the Overnight)

Name _____

Relationship _____ Phone Number _____

WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION AND CONSENT

In exchange for my child or ward being allowed to participate in “Dozin’ with the Dinos” (the “Program”) to take place at and sponsored by The Field Museum of Natural History (The “Field Museum”), I agree to bind myself and my child or ward to each of the following:

Identification of Risks. I understand that any activity involves risks of injury and loss, both to person and to property, including the possibility of permanent disability and death. I understand that this Waiver and Release of Liability is intended to address all of the risks of any kind associated with participation in any aspect of the Program, including, particularly, such risks created by actions, inactions, or negligence on the part of the Field Museum, or its respective directors, officers, trustees, employees, agents, volunteers, successors, or assigns (collectively, the “Sponsors”).

Voluntary Participation and Assumption of Risk. I understand that participation in the Program is voluntary, and voluntarily assume personal responsibility for any injury, liability, loss or damage arising from any and all risks, known and unknown, in any way connected with participation in the Program. **Release, Waiver and Covenant Not to Sue.** I, on behalf of myself and my child or ward, release the Sponsors from, and waive, all claims. I further covenant not to sue the Sponsors for any liability, injury, loss, or damage involving my child or ward, including attorneys’ fees, in any way connected with participation in the Program, whether or not caused in whole or in part by the negligence or other misconduct of the Sponsors.

Indemnification. I agree to indemnify and to hold harmless (in other words, to reimburse and to absolve from responsibility) the Sponsors from all claims for any liability, injury, loss, damage, or expense, including attorneys’ fees (including cost of defending any claim I might make, or that might be made on my behalf, that is released or waived by this instrument), in any way connected with or arising out of my or my child or ward’s participation in the Program, whether or not caused in whole or in part by the negligence or other misconduct of the Sponsors. **Consent to Medical Treatment.** I authorize the Sponsors to provide to me or my child or ward, through medical personnel of its choice, customary medical assistance, transportation, and emergency medical services. This consent does not impose a duty upon the Sponsors to provide such assistance, transportation, or services. **Binding Effect, Severability and Applicable Law.** This instrument shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of the Sponsors. If any provision (or portion of any provision) of this instrument is held to be invalid or unenforceable in part or in whole, such invalidity or unenforceability shall not otherwise affect any other provision of this instrument to the extent permissible by law. This instrument shall be governed, construed, and enforced in accordance with the law of the State of Illinois. **Photographs and Videos.** I understand and agree that photographs and videos are periodically taken of participants in the Program, and that the Sponsors may use these photographs and videos in future publications. For valuable consideration, which is hereby acknowledged, I irrevocably transfer any rights or interests that I have or may have to such photographs, videos, or parts thereof (collectively the “Images”), to the Field Museum. I waive any privacy and publicity interests which I or my child may have in such Images. I understand that the Field Museum may use, or not use, the Images at its discretion, for any lawful purpose.

THIS IS A WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION AND CONSENT. I HAVE READ IT, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING, AND SIGN IT VOLUNTARILY.

Parent’s or Guardian’s Name

Signature (Signature of Parent or Guardian if Participant is less than 18 years of age)

Date

Parent or Guardian Phone Number

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2016 OVERNIGHT MERCHANDISE PRE-ORDER FORM

Save time and avoid big lines by pre-ordering! Pick up pre-orders from 9:30pm to 10:30pm at Merchandise Sales by SUE the T-rex. Skip the line and head directly to the merchandise tables to pick up your order.

Form must be received the Wednesday before the overnight to be processed.

Your Name: _____
 Overnight Date: _____
 Group Name: _____

Merchandise: All merchandise has the signature Dozin' with the Dinos logo.



<u>T-shirt</u>	<u>Quantity</u>	<u>Price</u>	<u>Subtotal</u>
Child Sizes			
XSmall (2-4)		x \$20.00 =	
Small (6-8)		x \$20.00 =	
Medium (10-12)		x \$20.00 =	
Large (12-14)		x \$20.00 =	
Adult Sizes			
Small		x \$20.00 =	
Medium		x \$20.00 =	
Large		x \$20.00 =	
XL		x \$20.00 =	
2XL		x \$20.00 =	
Other Merchandise			
Patch		x \$4.00 =	
Magnet		x \$5.00 =	
Hat		x \$12.00 =	
Pillowcase		x \$10.00 =	
		Sub Total:	
		Grand Total with tax: (Sub total x 1.0925)	
Tax rates are subject to change			

Payment Method: CREDIT CARD ONLY

- Visa _____ exp. _____
 Discover _____ exp. _____
 MasterCard _____ exp. _____
 American Express _____ exp. _____

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Group Roster

Overnight Date: _____

Group Name: _____

Group Leader: _____

TOTAL CHAPERONES: _____ TOTAL CHILDREN: _____ TOTAL NUMBER OF PARTICIPANTS (Adult and Child): _____

CHAPERONES	CHAPERONE'S EMAIL ADDRESS	CHILDREN:
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.
10.		10.
11.		11.
12.		12.
Number of Chaperones on this Page:		Number of Children on this Page: