2019 TOUR OPERATOR PLANNING PACKET

From The Tourism & Group Sales Department
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FREQUENTLY ASKED QUESTIONS

How Do I Book My Group Reservation?
You can 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. You can also fill out the Reservation Form on page 9 and send it via email, fax or mail.

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 https://www.fieldmuseum.org/ 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 staging for motorcoaches is available in designated areas west of the museum on the east side of Canal Street, south of Roosevelt Rd. Parking is also available on the Museum Campus at the Adler Planetarium Lot and can be reserved in advance for a discounted rate at http://soldierfield.clickandpark.com. Coaches cannot stage on Solidarity Drive or in the museum drop-off areas.

How Do I Check In?
There is convenient drop off loop in the East Lot for motorcoaches. Please enter the East Door and check in at the Group Sales desk.

Where Can Our Group Eat Lunch?
The group sales department offers Field to Table catering options for purchase. See page 6 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 inside a recreated Egyptian tomb. Step into a full-size replica of an earth lodge, the center of life for the Pawnee people in our Native American Hall. Be dazzled by the Grainger Hall of Gems and the Hall of Jades. 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! Don’t forget to say hi to Máximo, our new Titanosaur, and the largest dinosaur ever discovered at over two stories tall!

Special Ticketed Exhibitions

**Mummies**
**March 16, 2018 - April 28, 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, mumified animals, and mummy masks.

**Wildlife Photographer Of The Year**
**March 22, 2019 - January 12, 2020**
From simmering volcanos to the whiskers on a walrus, experience the beauty and intrigue of our natural world through a new lens. Step into the wild and join amateur, professional and even child photographers on their journeys across the world to reveal remarkable animals and changing landscapes. Learn about animal behavior, biodiversity, and life on Earth as you uncover the complex stories behind these photographs.

**Fantastic Bug Encounters!**
**June 28, 2019 - April 19, 2020**
Explore the hidden world of bugs, presented from the perspective of bugs themselves! Delve into hands-on activities and immersive rooms that explore the features that make these bugs so incredible. Featuring a live bug zoo and daily facilitation times, interact with fantastic insects from around the world!

**Cyrus Tang Hall Of China**
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.

**Underground Adventure**
Get a bug’s-eye view of the world when you magically “shrink” to 1/100th of your actual size to explore the world beneath your feet! Explore an immersive environment of worm tunnels and soil chambers, meet giant critters, and examine how the actions of people and communities may help or hurt our soil.

**3d Movies**
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.
## NET TICKET RATES

**Select A Ticket Package From One Of The Following Three Choices**

All tickets include Basic Admission.

### All-access Pass

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<th>Retail Rate</th>
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<tr>
<td>Adult (ages 18+)</td>
<td>$38.00</td>
<td>$30.00</td>
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<tr>
<td>Students/Seniors</td>
<td>$33.00</td>
<td>$26.00</td>
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Includes all permanent exhibitions, special exhibitions, and a 3D movie!

### Discovery Pass

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<td>$25.50</td>
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<tr>
<td>Students/Seniors</td>
<td>$28.00</td>
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Includes all permanent exhibitions plus one special exhibition or 3D movie!

### Basic Admission

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<td>Adult (ages 18+)</td>
<td>$24.00</td>
<td>$19.00</td>
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<tr>
<td>Students/Seniors</td>
<td>$21.00</td>
<td>$16.75</td>
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Includes all 35 permanent exhibitions.
GROUP MEAL OPTIONS

Plan a meal for your group to enjoy during their group visit! Book a gourmet or bagged lunch, and we’ll deliver it to a private space set up with tables, chairs, and linens ($75 staffing fee applies). Or, to let your guests dine when and how they’d like, we offer $5, $10, or $15 food vouchers, which can be used both in The Field Bistro and Explorer Cafe ($25 administrative fee applies).

Gourmet Box Lunches — $16.75 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 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.

Field Trip Bag Lunch — $10.00 Per Person

The field trip bag lunch program is available for student groups through high school level. Lunch includes chips, 8 oz bottled water, whole fruit, a cookie, and your choice of the following:

**Ham & Cheddar on Rye Bread**

**Roasted Turkey Breast on Wheat Bread**

**Grilled Vegetable Wrap**

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.
GUIDED TOURS AND PROGRAMS

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 you 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 knowledgeable 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 constraints, 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 or Swirl – $25 Per Person
Enjoy red, white or a combination wine flight that features Sustainable or Certified Organic wines to compliment your visit to the recently opened Conservation Hall. If you enjoy beer, you’ll love "Tooth & Claw," a new beer developed by Logan Square’s Off Color Brewing and the Museum. The name of the dry hop lager is inspired by the museum’s most famous resident, SUE the T-Rex. Tooth & Claw is a Czech-style Pilsner. Your flight includes other limited edition Field Museum beers based on seasonality. You can also add a cheese plate to your tasting experience.

Free Scavenger Hunt
A self-guided scavenger hunt takes your groups on an adventure through our permanent collections.

Pitch Perfect Performances And Clinic Space
Whether your group needs practice space, clinic space or wants to perform, the Field Museum is a pitch perfect fit. Performance is included with the Discovery Pass ticket. Please call 312-665-7300 for availability and pricing for clinic rental space.

All tour options must be booked a minimum of two weeks prior to visit. Ask us about other available programs!
**BEHIND THE SCENES TOURS**

Did you know that the Field Museum houses nearly 30 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 Limited Access Areas**
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 email it to groupsales@fieldmuseum.org, fax it to 312-665-7301, or visit fieldmuseum.org/visit/group-visits and fill out the online form.

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<th>Group Name</th>
<th>Tour Operator</th>
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<th>Group’s Address and Zip Code</th>
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<th>When would you like to visit the museum?</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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<th>What TIME would you like arrive at the museum?</th>
<th>Depart?</th>
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**Enhance your Visit:**

- **Mummies**
  - March 16, 2018 - April 28, 2019

- **Wildlife Photographer of the Year**
  - March 22, 2019 - January 12, 2020

- **Fantastic Bug Encounters!**
  - June 28, 2019 - April 19, 2020

- **Cyrus Tang Hall of China**
  - (Permanent Special Exhibition)

- **Underground Adventure**
  - ( Permanent Special Exhibition)

- **3D Movie**

**How many people are coming?**

- [ ] Adults
- [ ] Students
- [ ] Seniors
- [ ] Total

Choose:

- [ ] Waking the T. rex: The Story of SUE
- [ ] Secrets of Mummies
- [ ] Seasonal Shows

Would you like to plan a breakfast, lunch or snack for your group?  
- [ ] Yes  
- [ ] No

Which meal option would you like?  
- [ ] Breakfast  
- [ ] Lunch  
- [ ] Snack  
- [ ] Wine or Beer tasting

Would you like to request a tour?  
- [ ] Yes  
- [ ] No

Choose:

- [ ] Docent Led Tour
- [ ] Docent Presentation in Lecture Hall
- [ ] Behind the Scenes Tour

If you are a music group, would you like to perform at the museum?  
- [ ] Yes  
- [ ] No

Choose:

- [ ] Perform at The Field
- [ ] Clinic/Practice Space at The Field
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 Máximo, the world’s biggest titanosaur, 35-foot long flying Pterosaurs, the fighting African Elephants and 40 foot tall totem poles!

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

Performing Group’s Name: ____________________________ Type (i.e. band, choir etc.): ______________

Desired performance time (please write “1” next to first choice and “2” next to second choice):

10:30am ___ 11:30am ___ 12:30pm ___ 1:30pm ___ 2:30pm

Name of outside contracting equipment vendor (if applicable):

Performance Date: ____________________________ Director’s Name: ____________________________

Group’s Hometown: ____________________________ Age/Grade Level of Performers: ________

Number of Performers: ____________________________ Number of Chairs Required: ________

Please use the space below to diagram out your desired seating arrangement.

Performance Repertoire (limit 30 minutes):

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 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 ground level of the museum near the West Entrance. Late arrivals will not be allowed into the theater due to safety reasons.
CONTACT US!

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

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