

Teacher Field Trip Checklist

Before your visit

- Request your field trip date(s) at least 4 weeks in advance using the online form.
- Recruit chaperones. (Self-guided: At least 1 adult for every 10 students; Docent-guided: at least 1 adult for every group)
- Review confirmed itinerary and share with other attending teachers and chaperones.
- Share field trip plan, garden rules, and behavior expectations with your students. Show your students the pre-visit slideshow to get them prepared and excited for their visit.
- Pre-assign classes into the number of groups given at the time of booking. Refer to your confirmation letter for this information.
- Familiarize yourself with the Gardens by reviewing a map. If you would like to schedule a free teacher visit ahead of your field trip, email programs@descansogardens.org.
- Inform Education staff of any changes to your reservation at least 1 week prior to your visit.

The day before your visit

- Check the weather forecast and remind students to dress appropriately for the weather (hats and sunscreen for warm weather, sweater or jacket for cool weather, sturdy, comfortable shoes for any day). See Field Trip Policies for details.
- If you reserved a docent-guided visit, create name tags for each student so the docents can refer to them by name during the field trip.

When you arrive

- Call the Education department at (818) 949-0120 if you are running late. See Field Trip Guidelines for Descanso's late arrival policy.
- Instruct the bus driver to pull up to one of the green areas of the curb in front of the Visitor Center. Please keep students on the bus until you have been greeted by Education staff. If you are carpooling, park and meet at the Picnic Area. Leave all food on the bus or in cars.
- Trade cell phone numbers with your bus driver or chaperone drivers. Make note of your bus' vehicle number.
- Check in with the Visitor Center and wait for an Education staff member to greet your group to go over the day's agenda and field trip guidelines.
- Pay for extra chaperones at the Visitor Center.