

DOs AND DON'Ts TO MAKE YOUR TRIP EASIER FOR YOU

1 DO plan to park the bus off-site. UNC-Chapel Hill owns and operates the parking lot in front of Morehead Planetarium and Science Center and does not allow bus parking in the lot. Buses are allowed to drop off students at the door and then park at the Dean Smith Center (about a mile and a half away). Morehead's Guest Relations team will shuttle bus drivers between parking and Morehead by request until 1:30 p.m.

2 DO arrive at least 20 minutes prior to your first program.

Early arrival gives your group time to visit the restroom and allows you time to check in. We are unable to seat groups once the show has started. If you're running late, please contact Guest Relations at (919) 962-1236 as soon as possible.

3 DO pay in a lump sum with one check or credit card (Master Card or Visa).

We'll send you an invoice in advance of your visit. Changes to your ticket total must be made at least three days in advance of your visit – otherwise, you will be charged for the amount on your invoice. If you prefer, we can invoice your school, with payment due within 30 days of your visit. We regret that we are unable to make refunds for absent guests or for overpayments.

4 DO reserve tickets for every adult coming on the trip.

Some trip planners forget parent chaperones when they make reservations or assume that parents will be able to buy tickets when they arrive. That's a mistake that could cause major headaches for everyone. Parents or other adults, such as bus drivers, who are not counted in your group reservation numbers may not be admitted if your show is sold out. Also, parents may want us to delay your show while they buy tickets and will not receive the group discount if they are not included on your invoice.

5 DO give information to parent chaperones.

We've created a "Frequently Asked Questions" tip sheet for parent chaperones that we've included in this packet. Please copy the sheet and distribute it to all adults who will accompany your group.

6 DO get educator resources from www.moreheadplanetarium.org.

Make the most of your visit by using the online resources that we have for almost every program that we offer. Just go to our Website, click on the "Shows" section and select your program of interest.

7 DO schedule time in the gift shop.

Our shop has many distinctive educational novelties, toys and books. For many, the shop is one of the highlights of their visit. However, large groups can overwhelm the shop. As a result, we strongly encourage all groups to communicate their gift shop plans to guest relations and the gift shop so that they can help you coordinate an efficient and enjoyable visit (this includes small groups because of the potential for scheduling conflicts with larger groups). If time or group size makes visiting the shop impossible, check out the attached gift-bag option as an alternative. By the way, be sure to ask about a 10% discount on classroom items for educators.

8 DO plan lunch in advance.

You may bring lunches with you from school or order lunches through one of our lunch partnerships. If you bring lunches, we have a covered area where you may store them. Please visit the online order form on the field trip site for more information on ordering lunches. Note that we do not have an inside lunch space. There are several great spaces nearby to have a picnic-style lunch.

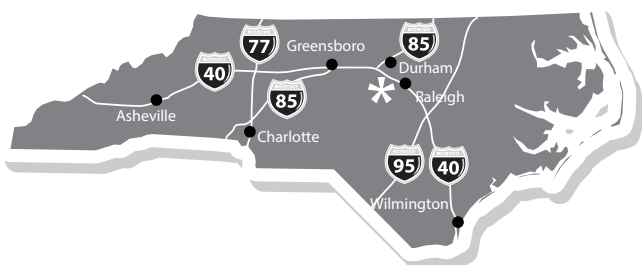
9 DON'T worry about inclement weather cancellations.

In the event of inclement weather, we will work with you to reschedule your trip with no penalty. We follow Chapel Hill-Carrboro Schools' and the University's lead for closings and delays. Chapel Hill-Carrboro Schools announce closings and delays through WRAL-TV5 or www.wral.com. UNC updates can be found at www.unc.edu. We will also post updates on our website and inclement weather hotline (919.843.3574). If your school is closed or delayed, please let us know as soon as possible by either calling the hotline or e-mailing us at fieldtrip@unc.edu.

FREQUENTLY ASKED QUESTIONS BY CHAPERONES

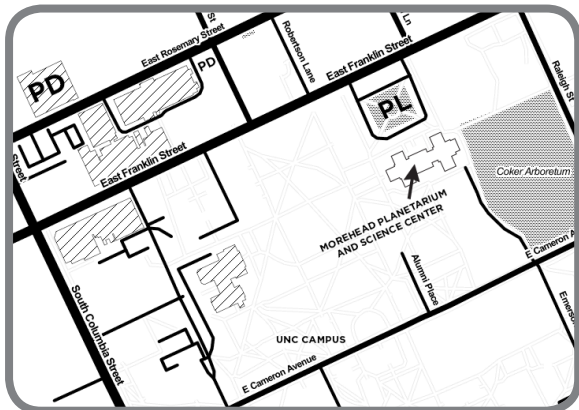
Thanks for chaperoning your group! Here are the answers to a few questions that you may have about your visit to Morehead Planetarium and Science Center:

1 How do I get to Morehead?
 Take I-40 to Exit 270. Take Highway 15-501 South (toward Chapel Hill) 1.5 miles. Fork right onto Franklin Street. Go 2.6 miles. Morehead is on the left.



If you are using a GPS device or a mapping program, Morehead's street address is 250 East Franklin Street, Chapel Hill, NC 27514.

2 Where do I park?
 Morehead is located on a university campus and that means parking can be very scarce at times. If you are driving in your own car, leave plenty of time to find parking. Plan to arrive 30 minutes before your first show just to be safe. Your best parking option may be the parking decks (PD) on Rosemary Street. The decks are a short walk from Morehead. You may get lucky. There may be available spots in the university-owned lot (indicated by "PL" on map) in front of the Morehead Building for \$1.50 per hour. There is also limited metered street parking along Franklin Street.



Map courtesy of Map Stack by Stamen

3 Do I need a ticket for the show?
 Yes, and your trip planner should already have reserved one for you! A ticket is required for every member of the group (adults and students). If your trip planner did not reserve tickets for you, you are considered general public – not part of the group. If tickets remain for a performance, Morehead will sell general public tickets after all groups have been seated. We do not sell or reserve individual tickets in advance. If you are not part of the group reservation, you may not get into the theater or other programs.

4 What are my responsibilities as a chaperone while at Morehead?
 Enjoy yourself and help everyone have a positive experience. Some keys to a positive experience: stay with your group and help the teachers and Morehead staff maintain order.

5 What are the Morehead policies that I need to know?
 No food, drink or chewing gum inside the building. No cameras, videos, cell phone or other electronic devices that can be disruptive during programs.
 Large groups should split into groups of 20 or fewer to visit the gift shop.

No smoking within 100 yards of any university building including Morehead Planetarium and Science Center. The UNC Department of Public Safety may issue citations for violations.

6 Where can I get a cup of coffee?
 The nearest coffee places are on Franklin Street. A few good ones are Carolina Coffee Shop and Starbucks. Please ask a Guest Relations team member if you need directions.