



# Field Trip Checklist



**We want our Act One field trips to be an enjoyable and easy-going experience for each of our teachers. That's why we've created this checklist to help make planning your field trip as simple as possible.**



**Transportation:** Make sure your transportation has been secured and let Act One know if you need to change your transportation type. If you are using district buses, you will need to request them through your district per their process requirements. Make sure your school knows that the busing costs will be reimbursed by Act One. If your school does not have access to district buses, Act One will book charter buses for your group and send a confirmation email when they are confirmed.



**Partnership Fee:** Act One requires a \$1/person (students + chaperones) partnership fee for each of our field trips. You will receive an invoice the day following your field trip for the amount of students/chaperones who attended. Please make sure to communicate last minute changes in attendance with the field trip manager. We will not charge a fee for students who abstain from the trip due to COVID concerns. If you would like a quote for the estimated amount, you can request that with our office. The fee is paid directly to Act One and does not need to be brought to the venue. If your district is required to us purchase orders and/or establish vendors for accounting purposes, please be sure to inquire about the proper process to complete this paperwork in advance of your trip.



**Schedule + Confirm:** Don't forget to make accommodations for things that normally occur during the time of the field trip, such as long or other class period they may be missing. Confirm with your school's principal that no conflicting things such as testing or assemblies are scheduled for the day of the field trip.



**Prepare Your Students:** Make sure to send home permission slips and let parents know where their students will be going. Incorporate the field trip into your classroom with our Act One Prep Guide and additional educational materials from our partners. Let your students know what to expect on their trip.



**Have Fun:** Act One's field trips are a terrific opportunity for students to see and experience a word they may not have experienced before. Some have never been on a school bus, visited downtown, stepped into a grand theater or museum, or seen a live performance. These experiences stay with students. Make great memories!