

Field Trip Checklist **act one**

We want our Act One field trips to be an enjoyable and easygoing 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.



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 periods 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.



SCHEDULE CHAPERONES

Most schools or districts have guidelines for number of adult chaperones to accompany students. They usually vary by grade level. Many arts venues and museums have requirements for safety, as well. Don't forget to include chaperones in your headcount!



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 Field Trip Preparation Guide and 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 world 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!



MORE FREE ARTS OPPORTUNITIES

Act One also coordinates the Act One Culture Pass, which provides opportunities to experience arts destinations and performances via free passes that can be "checked out" with a library card. Culture Passes are currently available to an array of arts organizations at participating libraries across the state. Visit act1az.org/culture-pass for more information.

**For questions regarding the
Act One Field Trip program, please contact us at
fieldtrips@act1az.org or 602.343.6239.**

Visit us online at act1az.org | [@act1az](https://www.instagram.com/act1az)