

# 2021 GROUP LEADER PLANNING PACKET



**FIE**  
MUSEUM  
**LD.**

From The Tourism & Group Sales Department

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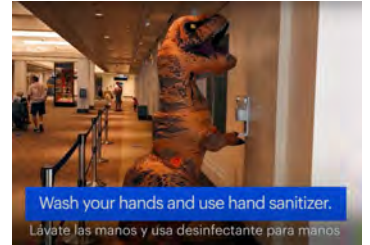


**FIE**  
MUSEUM  
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# KNOW BEFORE YOU GO

We are excited to welcome groups back to the Field Museum. With nearly half a million square feet of open gallery space, we have plenty of room to let everyone safely explore! We used CDC recommendations and museum guidelines from the State of Illinois to create our reopening policies and procedures.

- The Museum is open every day from 9am to 5pm.
- Please visit our website to see our current mask policy based on the CDC recommendations:  
<https://www.fieldmuseum.org/visit/maps-and-guides/know-you-go-visiting-during-covid>
- 144 hand sanitizer stations are installed throughout the building
- We use frequent, rigorous cleaning procedures following CDC guidelines
- We offer contactless check-in for guests.
- View our [interactive map](#) online or pick up a printed map when you arrive.
- We currently accept reservations for groups (capacity is subject to change based on IL guidelines)



**FIELD.**  
**MUSEUM**



# FREQUENTLY ASKED QUESTIONS

## How do I book my group reservation?

You can fill out the online reservation form at [fieldmuseum.org/visit/group-visits](https://fieldmuseum.org/visit/group-visits). If you are making a reservation less than one week before the visit date, please email us directly at [groupsales@fieldmuseum.org](mailto:groupsales@fieldmuseum.org), so we can email you a credit card authorization form to submit your payment. You can also fill out the Reservation Form on page 9 and send it via email.

## 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 9am to 5pm, seven days a week, with the last general admission at 4pm and the last special exhibition entry time at 3:30pm. Please check [fieldmuseum.org](https://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 [fieldmuseum.org/visit/directions-parking](https://fieldmuseum.org/visit/directions-parking) for a detailed map.

## Where can our motorcoach park?

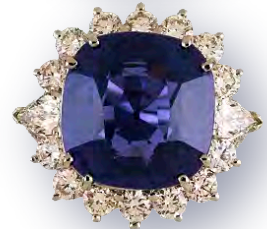
Free staging for motorcoaches is available in designated areas west of the Field on the east side of Canal Street, south of Roosevelt Rd. Parking is also available on the Museum Campus at the Adler Planetarium Lot, and you can reserve it in advance for a discounted rate at <https://soldierfield.clickandpark.com>. 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 motor coaches. 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 7 for a detailed menu. Lunch purchases come with one hour in a lunch space plus a \$75 staffing fee. You can also pre-purchase \$12 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 in 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

### 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 when you magically "shrink" to 1/100th of your actual size to explore the world beneath your feet! Enter 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

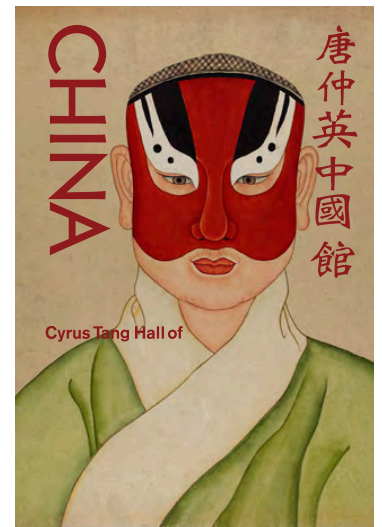
Get up close to dinosaurs, mummies, and other fantastic creatures in our 3D theater! Please inquire about current showings.

### The Machine Inside: Biomechanics

September 3, 2021—January 9, 2022

All living things respond to the forces of the physical world. Evolution creates an enormous diversity of biological designs that solve life's challenges. By looking at animals, plants and humans--slowed down, enlarged, and from the inside--scientists reveal how biological designs really work. Biomechanics is a way of looking at the living world: as machines built by nature and evolution.

Please see the museum website for all sponsor and organization credit information. Dates and exhibitions subject to change without notice.



# GROUP TICKET RATES

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



All tickets include Basic Admission.

All-Access Pass	Retail Rate	Group Rate
Adult (ages 18+)	\$40.00	\$32.00
Students/Seniors	\$35.00	\$28.00

Includes all permanent exhibitions, special exhibitions, and a 3D movie!

Discovery Pass	Retail Rate	Group Rate
Adult (ages 18+)	\$34.00	\$27.00
Students/Seniors	\$30.00	\$23.75

Includes all permanent exhibitions plus one special exhibition or 3D movie!

Basic Admission	Retail Rate	Group Rate
Adult (ages 18+)	\$26.00	\$20.50
Students/Seniors	\$23.00	\$17.75

Includes all 35 permanent exhibitions.

\*All pricing is subject to change.



# GROUP MEAL OPTIONS

Plan a meal for your group to enjoy during their 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 let your guests dine when and how they'd like. We offer \$12 or \$15 food vouchers, which can be used both in the Field Bistro and the Explorer Cafe (\$25 administrative fee applies).

## Gourmet Box Lunches — \$16.75 Per Person

Box lunches are accompanied by a side salad, chips, a house-made cookie and an assortment of soft drinks and water. Choose up to three of the following options:

**Roasted Turkey Sandwich** with Sun-Dried Tomato Aioli, Crispy Bacon, Lemon Scented Arugula, Artisan Sourdough

**Honey Ham Sandwich** with Dill Havarti, Red Leaf Lettuce, Vine Ripe Tomato, Grain Mustard, Tarragon Aioli, Marble Rye Bread

**Rare Roast Beef Sandwich** with Wisconsin Cheddar, Baby Arugula, Vine Ripe Tomatoes, Garlic Aioli, Cracked-Wheat

**Chicken Caesar Wrap** with Grilled Chicken, Crisp Romaine, House Made Caesar, Honey Sun-dried Tomato Tortilla

**Grilled Eggplant Wrap** with Hummus, Red Peppers, Oven Roasted Tomatoes, Feta, Red Onion Spinach Tortilla

Prices above do not include tax. The current food tax rate is 11.75%. For canned and bottled beverages the tax rate is 14.75%. 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. *Last-minute food order changes are non-negotiable. Thank you for understanding.*





# EARLY ACCESS VIP TICKET

Visit the Field Museum like a VIP on this one-hour early access VIP tour.

Head inside the Field Museum before it opens to the general public and see our most famous exhibition with a museum expert. Start your visit with a personalized tour of the Field's awe-inspiring and ever-popular *Griffin Halls of Evolving Planet* and SUE the *T. rex*. Get to know the many creatures that have roamed the earth throughout history. Spend time with SUE, the world's largest and most complete *T. rex* and take pictures without crowds.

Head down to Stanley Field Hall to learn about Máximo the titanosaur before stopping in the Field Bistro for a break. You can continue exploring the rest of the Museum on your own. The VIP tour is limited to 20 people ensure a more intimate experience.

*Please contact us at [groupsales@fieldmuseum](mailto:groupsales@fieldmuseum) or 312.665.7300 for pricing and availability.*





# RESERVATION FORM

## Ready to book your trip to the Field Museum?

You can fill out this form and email it to [groupsales@fieldmuseum.org](mailto:groupsales@fieldmuseum.org), fax it to 312-665-7301, or visit [fieldmuseum.org/visit/group-visits](http://fieldmuseum.org/visit/group-visits) and fill out the online form.

Your Name

Phone Number

E-mail Address

Group Name

Tour Operator

Group's Address and Zip Code

When would you like to visit the museum?    Month                      Day                      Year

What TIME would you like arrive at the museum?    Depart?



## Enhance your Visit:

☐ **Becoming Jane: The Evolution of Dr. Jane Goodall** May 2021-September 6, 2021

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

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

☐ **3D Movie** (select from below)

☐ **The Machine Inside: Biomechanics**  
September 3, 2021-January 9, 2022

☐ **Wild Color** October 22, 2021-January 8, 2023

### How many people are coming?

\_\_\_\_\_ **Adults**

\_\_\_\_\_ **Students**

\_\_\_\_\_ **Seniors**

\_\_\_\_\_ **Total**

Choose: ☐ Titanosaur 3D: The story of Maximo

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

Which meal option would you like? ☐ Lunch ☐ Snack ☐ Meal Vouchers \$12 or \$15(select one value type)

Would you like to request a tour? ☐ Yes ☐ No

Choose: ☐ Docent Led Tour ☐ Early Access VIP Tour (8am start time) ☐

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):  <input type="checkbox"/> 10:30am <input type="checkbox"/> 11:30am <input type="checkbox"/> 12:30pm <input type="checkbox"/> 1:30pm <input type="checkbox"/> 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, throw-able 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 two to three 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, otherwise 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. We don't offer refunds 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.

### 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 one hour for meals (unless other arrangements have been made). Last-minute food changes are not guaranteed.

### How do we enter a special exhibition?

Entry 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 3D movie tickets?

Please gather and queue up 15 minutes prior to the show start time in the theater lobby, which is 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:**

**Remote Schedule:** Monday – Friday, 9am – 4pm via email

**Office Closed:** Saturday – Sunday and select holidays

**Phone:** 312.665.7300

**Fax:** 312.665.7301

**Email:** [groupsales@fieldmuseum.org](mailto:groupsales@fieldmuseum.org)

**Museum Hours:** Seven days a week from 9am to 5pm

**Mailing Address:**

Field Museum

Attn: Group Sales

1400 South Lake Shore Dr.

Chicago, IL 60605

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