

2024 TOUR OPERATOR PLANNING PACKET



FIELD.
MUSEUM

From The Tourism & Group Sales Department

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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.
- 144 hand sanitizer stations are installed throughout the building.
- We use frequent, rigorous cleaning procedures, following CDC guidelines.
- We offer contact-less check-in for guests.
- View our interactive map online, at: <https://map.fieldmuseum.org>, 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 www.fieldmuseum.org/visit/group-visits. If you are making a reservation with less than one week before the visit date, please email us directly at 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 10 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 from 9am to 5pm seven days a week, with the last general admission at 4pm and the last special exhibition entry time at 3:30pm. The museum is only closed on Thanksgiving and Christmas Day. Please check www.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 DuSable Lake Shore Drive to the 18th Street exit. Follow Museum Campus Drive and the posted signs. See www.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 museum on the east side of Canal Street, south of Roosevelt Rd. Parking is also available on the Museum Campus at the Adler Planetarium. 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 motorcoaches. 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 8 for a detailed menu. Lunch purchases come with one hour in a lunch space plus a \$75 staffing fee. You can also pre-purchase \$15, and \$20 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 *Native Truths: Our Voices, Our Stories*. 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!

Now included in general admission is our
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.

Special Ticketed Exhibitions

Underground Adventure

Get a bug's-eye view of the world when you magically "shrink" to 1/100th of your actual size to explore the world beneath your feet! Explore 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.

Bloodsuckers: Legends to Leeches

Through September 2, 2024

Some real. Some legend. All hungry. Check out larger-than-life models of bloodsucking creatures and learn how different bloodsuckers earned their titles.

Unseen Oceans

March 15, 2024 — January 5, 2025

Explore the mysterious, rarely-seen world hidden beneath the ocean's surface.

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



NET TICKET RATES

Select A Ticket Package From One Of The Following Three Choices

All tickets include Basic Admission.

All-Access Pass	Retail Rate	Net Rate
Adult (ages 18+)	\$42.00	\$33.50
Students/Seniors	\$37.00	\$29.50

Includes all permanent and special exhibitions!

Discovery Pass	Retail Rate	Net Rate
Adult (ages 18+)	\$36.00	\$28.75
Students/Seniors	\$32.00	\$25.50

Includes all permanent exhibitions plus one special exhibition!

Basic Admission	Retail Rate	Net Rate
Adult (ages 18+)	\$29.00	\$23.00
Students/Seniors	\$26.00	\$21.00

Includes all 35 permanent exhibitions.



The Museum is closed on Thanksgiving and Christmas.



GROUP MEAL OPTIONS

Plan a meal for your group to enjoy during their group 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 \$15, \$20, & \$25 food vouchers, which can be used both in The Field Bistro and Explorer Cafe (\$25 administrative fee applies).

Gourmet Boxed Lunch — \$23

Includes Chips, Seasonal Whole Fruit or Fresh Baked Cookie, and Mini Bottled Water

Roast Turkey Club

Vine-ripened Tomato, Apple-wood Bacon, Herb Aioli, Crispy Lettuce

Black Forest Ham and Provolone

Crispy Lettuce, Vine-ripened Tomato, and GrainMustard Aioli on Marbled Rye

Caprese

Fresh Mozzarella, Heirloom Tomatoes, Fresh Basil Aioli, Focaccia Bread (V)

Vegan Croissant

Garbanzo, Artichoke, Roast Pepper, and Black Olive Salad

Grilled Chicken Caesar Salad

Crisp Romaine, Shaved Parmesan House-made Croutons, and Caesar Dressing.

Nicoise Salad

Field Greens, Tuna Salad, Spring Beans, Black Olive, Red Onion, Red Wine Vinaigrette

Field Trip Bag Lunch — \$17

Includes Chips, Fruit Cup or Fresh Baked Cookie, and Mini Bottled Water

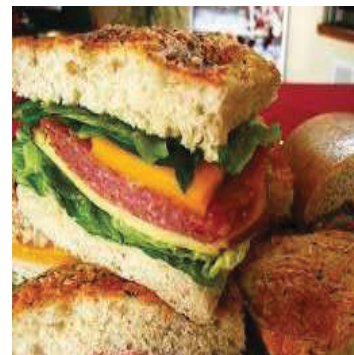
Roast Turkey Club

Black Forest Ham and Provolone

Sunflower Seed and Grape Jelly on Multi Grain (V)

Hummus and Veggie Wrap on Spinach Tortilla (VV)

Gluten Free Wraps available upon request



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. Pricing is subject to change.



EARLY ACCESS VIP TICKET

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

Head inside the Field Museum at 8am 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 to ensure a more intimate experience.



Please contact us at 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, fax it to 312.665.7301, or visit 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:

☐

Cyrus Tang Hall of China
(Permanent Special Exhibition)

☐

Underground Adventure
(Permanent Special Exhibition)

☐

3D Movie
Select from below

☐

Bloodsuckers
Through September 2, 2024

☐

Unseen Oceans
March 15, 2024 — January 5, 2025

How many people are coming?

_____ Adults

_____ Students

_____ Seniors

_____ Total

Choose: ☐ Titanosaur 3D: The Story of Máximo

☐ Waking the T.Rex 3D: The Story of SUE

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 \$15, \$20, \$25
(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

☐

Rent 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 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):	Name of outside contracting equipment vendor (if applicable):
<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	
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):



The Field Museum strives to create an environment that is inclusive and promotes human dignity and mutual respect among all people. As part of our ongoing effort to celebrate diverse communities and address social inequity, we review setlists to ensure we are not providing a stage to inadvertently cause harm.

Please read and sign that you acknowledge the following performance guidelines:

- Music of religious nature, “The Star-Spangled Banner,” school fight songs and music that may be offensive to other cultures is not allowed.
- 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, throwable 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 1 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 3-D Theater tickets?

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

Open: Monday to Friday, 8:30am - 4:30pm
Closed: Saturday to Sunday & on select holidays
Phone: 312.665.7300
Fax: 312.665.7301
Email: groupsales@fieldmuseum.org

Mailing Address:
Field Museum
Attn: Group Sales
1400 S. DuSable Lake Shore Dr.
Chicago, IL 60605

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