

# 2025 GROUP LEADER PLANNING PACKET



Tourism & Group Sales Department

**FIELD.**  
MUSEUM

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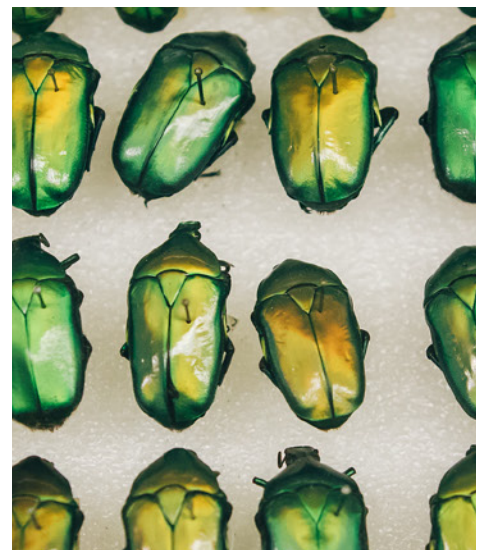
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# FREQUENTLY ASKED QUESTIONS

## How Do I Book My Group Reservation?

You can fill out the online reservation form at [www.fieldmuseum.org/visit/group-visits](http://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](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 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](http://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](http://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 a convenient drop off loop in the East Lot for motorcoaches. Please enter the East Door and check in at any desk.

## Where Can Our Group Eat Lunch?

The group sales department offers multiple lunch options for purchase. See page 6 for a detailed menu. Lunch purchases come with an assigned window of seating time plus a \$75 staffing fee. You can also pre-purchase \$15, \$20, and \$25 food vouchers to The Field Bistro or Explorer Cafe to be used at any time on the day of your visit.



# 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 mummified remains 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 *Elizabeth Hubert Malott Hall of Jades*. Meet the famous man-eating *Lions of Tsavo*, or journey to the glittering Aztec empire in *Robert R. McCormick Halls of the Ancient Americas*. Travel across thousands of years of history of one of the world's most influential civilizations in the *Cyrus Tang Hall of China*. Explore *Griffin Halls of Evolving Planet*, where giant sloths, woolly mammoths and dinosaurs roam! Don't forget to say hi to Máximo, our Titanosaur, and the largest dinosaur ever discovered at over two stories tall!

## 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.

### Cats: Predators to Pets — December 2024 — April 2025

Cats are exceptional predators, mammals that are equally feared and revered... They are one of the most frequently depicted animal families, yet what do you really know about them? Be prepared for a few surprises when you discover the many species of feline that populate the planet.

*Cats: Predators to Pets* Major Sponsor, Discover. Exhibition Sponsor, World's Best Cat Litter.

### Africa Fashion — Open February 2025 — June 2025

Fashion is more than just clothing—it encompasses history, culture, community, and fine art. The Field Museum's newest exhibition, *Africa Fashion*, features works from 20 African countries whose designers and artists are hailed internationally as some of the world's most cutting-edge creatives. This stunning collection is staged in a gorgeous gallery and features immersive displays of haute couture and ready-to-wear apparel, as well as photographs, literature, sketches, music, film and catwalk footage, textiles, and jewelry. The story comes home in an adjacent gallery exhibition. Created in partnership with local Chicago fashion tastemakers Jennifer Akese-Burney and Melody Boykin, *Connecting Threads: Africa Fashion in Chicago* features objects from the Field Museum Collections paired with wearable art inspired by the artifacts and their stories. Don't miss this triumphant exhibition of art and culture, past and present, on view for a limited time at the Field Museum.

### Reptiles Alive! — June 20, 2025 — April 12, 2026

Explore the fascinating world of reptiles in this one-of-a-kind family-friendly exhibition! Combining original Field Museum science with live animals, hyper-realistic models, and engaging interactives, *Reptiles Alive!* offers an immersive experience into the lives of snakes, lizards, crocodiles, and more. Discover their habitats, adaptations, and the groundbreaking research of Dr. Sara Ruane.



### 3D Movies

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



# 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+)	\$42.00	\$35.75
Students/Seniors	\$37.00	\$31.50

Includes all permanent and special exhibitions!

Performance Pass	Retail Rate	Group Rate
Adult (ages 18+)	\$36.00	\$32.00
Students/Seniors	\$32.00	\$28.00

Includes all permanent exhibitions plus one special exhibition!

Basic Admission	Retail Rate	Group Rate
Adult (ages 18+)	\$29.00	\$26.00
Students/Seniors	\$26.00	\$23.50

Includes all 35 permanent exhibitions.



Pricing valid for group visits during 2025.  
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). 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 — \$21

Includes Chips, Fruit Cup or Fresh Baked Cookie, and Mini Bottled Water  
Minimum of six per selection.

### Roasted Turkey Club Sandwich

Vine-ripened Tomato, Apple-wood Bacon, Herb Aioli, Crispy Lettuce on Nine Grain Bread

### Black Forest Ham and Swiss Sandwich

Crispy Lettuce, Vine-ripened Tomato, and Herb Aioli on a Pretzel Roll

### Caprese Sandwich (V)

Fresh Mozzarella, Heirloom Tomatoes, Fresh Basil Aioli, on Nine Grain Bread (V)

### Grilled Vegetable Sandwich (V)

Arugula, Vine-ripened Tomato, Cucumber and Roasted Red Pepper Spread on Nine Grain Bread

### Grilled Chicken Caesar Salad\*

Chopped Romaine, Shaved Parmesan, House-made Croutons, and Caesar Dressing

### Mediterranean Salad

Mixed Greens, Black Olives, Cucumber, Red Onion, Feta Cheese, Cherry Tomato, Lemon Oregano Vinaigrette

## Field Trip Bag Lunch — \$15

Includes Chips, Fresh Baked Cookie, and Mini Bottled Water  
Minimum of six per selection.

### Roasted Turkey and Cheddar Sandwich

Crispy Lettuce and Vine-Ripened Tomato on Sourdough Bread

### Black Forest Ham and Swiss Sandwich

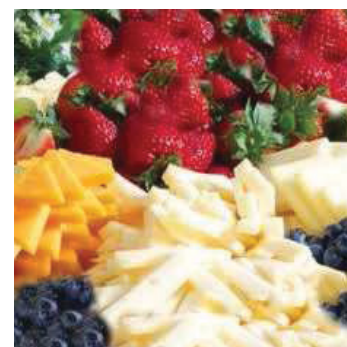
Crispy Lettuce and Vine-Ripened Tomato on Sourdough Bread

### Sunflower Seed and Grape Jelly

On Nine Grain Bread (V)

Please mention any dietary requirements when placing your order. Prices above for the boxed and bag lunches 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.

\*Can be made vegetarian by removing the grilled chicken and/or gluten free by removing the croutons.



# 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.



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





# BEHIND-THE-SCENES TOURS

**Did you know that The Field Museum houses nearly 40 million specimens & artifacts?** Less than 1% of those are on display to the public! Explore the storerooms and working laboratories that house these exquisite and unique collections during your own Behind-The-Scenes Tour!

## **Zoology and Limited Access Areas**

Dig into one of the non-public collections areas with a museum curatorial staff member leading the way. We'll take you through the Zoology and Entomology departments. Get up close with real live bugs during a special presentation from a Field Museum insect expert. Hold live insects, see a scorpion glow in the dark, observe Madagascar hissing cockroaches and more! Learn about the special worker bugs that clean animal skeletons and tour the non-public third floor of the museum where our scientific staff work every day!

**Tours are \$59 per person with a 25 person minimum and include basic admission, a special exhibition viewing, and a private hour-long Behind-The-Scenes Tour!**



All tour options must be booked a minimum of two weeks prior to visit.  
Ask us about other available programs!



# 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:

- Underground Adventure**  
(Permanent Special Exhibition)
- Cats: Predators to Pets**  
Opening December 2024
- Africa Fashion**  
Open February 2025 — June 2025
- 3D Movie**  
Select from below

## How many people are coming?

\_\_\_\_\_ Adults  
\_\_\_\_\_ Students  
\_\_\_\_\_ Seniors  
\_\_\_\_\_ Total

Choose:  Titanosaur 3D: The Story of Máximo  T.Rex 3D

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 Performance 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 monument 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:**

- Music of religious nature, “The Star-Spangled Banner,” fight songs or anthems, and music that is culturally insensitive, offensive, or otherwise inconsistent with our mission 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:

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.





# 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 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. 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 and Sunday and on select holidays  
**Phone:** 312.665.7300  
**Fax:** 312.665.7301  
**Email:** [groupsales@fieldmuseum.org](mailto:groupsales@fieldmuseum.org)

## **Mailing Address:**

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

