

# Preparation

## In general ...

- Take advantage of program support materials in the CD-ROM we send in advance.
- Check our Web site (<http://www.nhhistory.org>) periodically for additional material.
- • Call 603/856-0604 in case of emergency cancellation. Don't wait for business hours!

## If we are visiting you ...

- Make the room in which we are presenting available to the museum teacher at least half an hour before the first scheduled session. We need time to set up. (Please read our confirmation letter to review room requirements.)
- Schedule repetitions of the same lesson for the same room whenever possible. If that is impossible, allow enough time between presentations for disassembling and reassembling the program, usually about one-half hour.
- Give the invoice we mail you to the school's responsible financial agent. (The invoice is mailed the day of the visit.)

## If you are visiting us ...

- Make expectations clear to chaperones; they should ...
  - Know what appropriate student behaviors are and assist museum teachers during the lesson and during visits to the museum gift shop;
  - Understand the purpose of the visit and what the schedule for the day is;
  - Help students focus on the lesson;
  - Let students answer questions during the lesson.
  - NOT carry backpacks into our galleries.
- Before you arrive, have students already divided into equal-sized groups (usually 12–15 students) with one adult (or an equal number of adults) per group. Check our confirmation letter to see how many groups we expect.
- Have students wear readable nametags (first names).
- Prepare students for appropriate behavior. They should ...
  - Stay in their assigned group;
  - Use “inside” voices;
  - Walk;
  - Leave extraneous material in the lobby or on the bus—backpacks, outerwear, food, drink, gum, electronic games, etc. (Pens, too! If students are required to take notes, supply them with pencils.)
- On your arrival, be prepared to provide separate tallies for the total number of students and the total number non-students. We will generate your invoice from this information and present it to you. Please pay within thirty days of your visit.