



Charleston Planetarium
— Where Stars Come Alive!

FIELD TRIP INFORMATION

Thank you for planning a visit to Charleston Planetarium! We are excited to have your group visit us and hope to provide an immersive learning experience for the students that will be both educational and fun. To best serve your group, The Charleston Planetarium has set forth several rules and guidelines that should be observed during your site visit. Please ensure that all members of your group are aware of these standards before your arrival on-site.

Students must be **supervised at all times** while visiting. During all aspects of a visit, students are expected to be respectful and obedient to all Planetarium personnel in order to ensure both a safe and a positive learning environment. Students should not leave the group unattended for any reason. Public restrooms are not provided. The field trip leader will provide instructions upon the group's arrival. Please arrive at least 15 minutes before the start of your program to allow time for payment, check-in, and restroom breaks in the Mall area.

Admission Fees for registered groups' rates are based on 15 or more students. **Minimum group fees apply if the group brings less than 15 students of \$120.** The Planetarium program is \$8.00 per student plus a \$50 processing fee.

Two teachers per class are admitted at no charge with their class. Additional teachers are \$8 each. Chaperones are \$8.00 each. One teacher/chaperone per every 15 students is preferred.

Please make sure to choose the show that you would prefer for your group. Groups cannot exceed 50 people to include teachers and chaperones.

- ❖ **Reservations** are made on a first come-first-serve basis, so please try to make reservations at least two to four weeks in advance.
- ❖ Please indicate if your group has **special needs**.
- ❖ **The reservation process** is not complete until you fill in the field trip form, pay the \$50 processing fee, and receive a confirmation email.
- ❖ **Please collect all money in advance**, to be paid at the time of the field trip.
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The planetarium will accept checks or cards. Make checks payable to The Charleston Planetarium.

- ❖ **Written email cancellation** is required. Groups not canceling in writing at least 7 days prior to the visit will be charged 20% of the total due.
- ❖ **Please contact** our Field Trip coordinator the Charleston Planetarium at FieldTrips@CharlestonPlanetarium.org at least 7 calendar days prior to your visit to confirm the total number in your party and the programs being conducted. Your final amount due will be based on this information. If a guaranteed count is not received, the amount shown on your confirmation will be the minimum charged. Post activity/activities will be emailed to the teacher before the trip.
- ❖ **Late arrival** can result in cancellation or shortening of your program subject to
- ❖ availability. However, the amount shown on the confirmation form will still be due.
- ❖ ***Box lunches** are also available to order from Chick-fil-A in the Food Court.
<https://order.chick-fil-a.com/catering/details>