

Place/Destination....**Liberty Memorial**.....Teacher's Name.....
 Address.....**100 West 26th Street**.....
 Phone.....**816-221-1918**.....Contact person.....
 Hours Open.....Days Open.....Charges.....
 Transportation: Bus.....Car.....Car Insurance Form.....
 On-Site Guide.....Length of tour.....Self guided.....
 Time of departure from school.....Expected return time to school.....

Preparation Guide:

- | | |
|--|--|
| <input type="checkbox"/> principal/office notified | <input type="checkbox"/> rules reviewed with pupils/parents |
| <input type="checkbox"/> number going | <input type="checkbox"/> nametags |
| <input type="checkbox"/> school district field trip form | <input type="checkbox"/> microphone ordered |
| <input type="checkbox"/> cafeteria notified | <input type="checkbox"/> rain plan |
| <input type="checkbox"/> special teachers notified | <input type="checkbox"/> appropriate clothing for windy site |
| <input type="checkbox"/> music, art, physical education, library | |
| <input type="checkbox"/> driving route devised with routing past major landmarks | |

On-Site Check List:

- Lunches
- Drinking Fountain
- Restrooms
- Snack Bar
- Spending money
- Permission Slips
- Art Supplies
- Cameras
- Clip Boards and pencils
- Liberty Memorial Script
- Cameras

Possible Data Retrieval Sheets

- Scavenger Hunt
- Museum Plan
- Skyline
- Landmark Map
- Liberty Quiz
- Parents Accompanying
- _____
- _____
- _____

