

CHECKLIST

Get familiar with the areas of the State Museum (*To Explore*)

- Review the timeline and content topics**
- Determine the focus of your visit**

Select plans and activities (*To Learn*)

- View instructional videos on the education home page**
- Review summaries**
- Select and adapt a plan**

Make Reservation (*To Visit*)

- Confirmed Date**
- Arrival Time**
- Special accommodations**
- Package Selected**
- Optional amenities: Other Capitol Complex tours**
- Food Court**
- Museum Shop**

Prepare your students (*To Learn*)

- Class view appropriate video online**
- Introduce your class's pre-visit activity**
- Discourage large backpacks and oversized purses**
- Secure personal items on the bus**
- Information for parents, including emergency phone #s**
- Share our Web address www.wvculture.org/museum-ed**

ESSENTIAL: Share final arrangements, maps and timeline with chaperones, parents and the bus drivers!

YOUR SPECIAL DAY AT THE WEST VIRGINIA STATE MUSEUM
Lots of photo opportunities!

Let Us Know (*To Share*)

Give us feedback on any and all of your experience with the facility and staff at the West Virginia State Museum. We want to continue to provide exceptional service. Leave a message for the education page. Keep in touch and start planning your next trip!