

MCDONALD OBSERVATORY STUDENT FIELD EXPERIENCE

Visitor Checklist

Use the following checklist to help make your visit to McDonald Observatory pleasant and rewarding for your students.

Three weeks prior to your visit:

- Read all the information enclosed in the Confirmation Packet sent to you by the Education coordinator, Marc Wetzel.
- Confirm that your school, student group, and lunch information is correct. Confirm that the total cost is correct. *Reminder: the Visitors Center does **not** accept purchase orders.*
- Confirm your transportation and lodging reservations.
- Confirm lunch and dinner plans.
Please contact the StarDate Café manager, Nancy Davis, for questions and lunch reservations: (432) 426-4188, ndavis@astro.as.utexas.edu

The week of your visit:

- Review the McDonald Observatory "Behavior Expectations" with your students.
- Make copies of the "Behavior Expectations" and distribute it to all adults (teachers and parents) visiting with your group.
- Make a name badge for each of your students to wear during their visit to the Observatory.
- Assign every student to a chaperone.
The Observatory requires a minimum of one adult chaperone per ten students. Students must stay with chaperones at all times! This includes high school students.
- Dress warmly for the evening star party program.
The evening temperature at the Observatory's mountain elevation can become unexpectedly chilly.
- Bring flashlights for teachers, chaperones, and adult leaders only. Please cover the flashlights with red plastic or gel filter.
- Anyone wearing shoes that flash must cover the lights with duct or electrical tape.
- LASER POINTERS ARE NOT PERMITTED.**
- Update Marc Wetzel (432-426-3672) with any changes in size of group, and StarDate Café (432) 426-4188 with changes in lunch reservations.

The day of your visit:

If your arrival is delayed, please contact the Information Desk at 432-426-4102 in advance.

- Prepare an exact count of all your group members.
 - Adult count
 - Student count
- Please pay the balance in full at the Information Desk before beginning the Student Field Experience program.
- Advise all students and adults of the schedule for your visit at the Visitors Center, the bus schedule, meal schedule, and special events.