

# 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 contained in the Confirmation Letter and its attached documents sent to you by Judy Meyer.
- Confirm that your school, student group, and lunch information is correct. Confirm that the total cost is correct. Reminder: the Visitors Center only accepts payment by purchase order by prior arrangement. Confirm your transportation and lodging reservations.
- Confirm lunch and dinner plans. Please contact the StarDate Café manager, Jimmy Miranda, for questions and lunch reservations: (432) 426-3644, [jgm1977@utexas.edu](mailto:jgm1977@utexas.edu).

### The week of your visit:

- Review the McDonald Observatory "Behavior Expectations" document with your students.
- Make copies of the "Behavior Expectations" document and distribute it to all adults (teachers and parents) who will be 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.
- The evening temperature at the Observatory's mountain elevation can become unexpectedly chilly. Remind everyone to plan on dressing warmly for the evening star party program.
- 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 or Judy Meyer (432) 426-4153 or our front desk (432) 426-3640 ext. 0 with any changes in size of group. Update the StarDate Café (432) 426-3644 with changes in meal reservations.

### The day of your visit:

- If your arrival is delayed, please contact the Information Desk at (432) 426-3640 ext. 0 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. The Visitors Center accepts payment by cash, check, Visa, MasterCard, or Discover for school groups. If you must pay by purchase order, that must be arranged in advance.
- Advise all students and adults of the schedule for your visit at the Visitors Center, the bus schedule, meal schedule, and special events.