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

**Three weeks prior to your visit:**
1) Read all the information enclosed in the confirmation letter emailed to you by the K-12 education team.
2) Confirm that your school and student group contact information are correct. Confirm that the total cost is correct. The Visitors Center can accept PO’s arranged in advance.
3) Confirm your transportation and lodging reservations.
4) Confirm any meal plans you may have with the StarDate Cafe. Your order must be placed no less than 10 days in advance. Contact: stardatecafe@utexas.edu
5) Explore pre-visit activities with your students, as recommended on our website.

**The week prior to your visit:**
1) Make copies of the “Behavior Expectations” and review them with your students, and distribute the document to all adult chaperones, (teachers and parents) visiting with your group.
2) Make a name badge for each of your students to wear during their visit to the Observatory (optional but recommended).
3) Assign every student to a chaperone. The Observatory requires a minimum of one adult chaperone per 10 students. Students must stay with chaperones at all times. This includes high school students.
4) Advise your students to dress warmly for the public Star Party program! The evening temperature at the Observatory’s mountain elevation can become unexpectedly chilly.
5) For the public Star Party, bring flashlights for teachers, chaperones, and adult leaders only. Please cover the flashlights with red plastic or gel filter.
6) Advise students that shoes with flashing lights must be covered with opaque tape. Star Party staff can assist you with tape if necessary.
7) Update our K-12 team with any changes in size of group, and the StarDate Café with changes in lunch reservations.
   Cafe: stardatecafe@utexas.edu
   K-12 team: teachers@mcdonaldobservatory.org
8) **LASER POINTERS ARE NOT PERMITTED**

**The day of your visit:**

If your arrival is delayed, please contact the Information Desk at 432-426-3640 in advance.
1) Prepare an exact count of all your group members.
   a) Adult count
   b) Student count
2) Please pay the balance in full at the Information Desk on the day of your Student Field Experience program.
3) Review “Behavior Expectations” with your students if you have not already done so. Advise all students and adults of the schedule for your visit, meal schedule, and special events like the evening public programs.