

FIELD TRIP TIPS – a Guide to Planning an Arts Field Trip

Preliminary Planning

- Visit www.paone.org for information about arts organization's programs for students
- Peruse the arts organization's website or brochure to identify the productions and time of year most appropriate for your students
- Select preferred and alternate dates
- Contact the arts organization to inquire about ticket availability, group prices and booking procedures
- Determine how the visit could be connected to Ontario Curriculum Expectations
- Check for links with dramatic arts, visual art, music, language arts, history and social studies. This information can be communicated both to school administration and parents
- Get permission from your principal to plan the trip
- Book the number of seats that you think you will need, including seats for chaperones
- Inquire about chaperone ticket policy: sometimes the seats are complimentary and sometimes they are offered at the same rate as the student tickets.
- Identify possible chaperones (usually one per 15-20 students)
- You may be required to remit a deposit to hold your seats. Remember that each company's refund/cancellation policy is different, so ask about the details. Ask about the policy for changing the number of tickets ordered
- Consider whether or not to book an education program to complement the performance. Many arts organizations offer workshops designed especially for students. Call the company's education department or visit their website for information.
- Obtain your school's permission and information sheets for (a) school records (b) board records and/or permission and (c) parent/guardian consent forms
- Plan transportation. If you will be traveling by bus within Ontario, you may wish to consider Laidlaw. Ask if the arts organization has a preferred rate with a particular transportation provider. If you are traveling by car, make certain that all drivers are properly insured
- Distribute field trip information to parents/guardians, including appropriate consent forms, costs, and date for returning the forms to you
- Determine final number of students attending performance

A month before the trip

- Contact the arts organization to confirm your final number of seats and make payment arrangements
- Obtain a Study Guide from the arts organization. Use the information and activities in class so that your students may get the most out of their trip
- Finalize transportation arrangements
- Determine if/where/when students will eat dinner before the performance. Many arts organizations have links to local restaurants on their websites
- You should plan to arrive at the theatre a half-hour before the performance begins
- Ensure that students will have transportation from school to their homes once the field trip is over
- Collect all money and consent forms

A few days before the trip

- Contact bus company/drivers and chaperones to confirm trip itinerary
- Discuss with your students appropriate etiquette at a live performance. (Examples may be found in your Study Guide package.)
- Prepare a file folder with all documents your school requires. (Some boards require teachers to take consent forms, medical information, and parental contact information when students leave the school.)
- Prepare an attendance sheet

On the day of the trip

- Please ensure that chaperones are spread evenly throughout the group when distributing tickets
- Encourage students' active participation by asking questions about what they see
- Have a great time with your class!

After the trip

- Discuss the students' experiences in class
- Refer to the Study Guide for classroom extensions
- Send your feedback to the arts organization