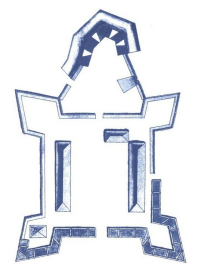


TIPS FOR TEACHERS



Fort Ligonier

Have a safe and rewarding field trip.

1. An advanced reservation is necessary to accommodate your tour. Please complete, sign, and return the **reservation card** available online at www.fortligonier.org/educate.htm.



2. As your bus arrives a member of the staff will greet you for a brief orientation. Let us know when you register if you anticipate a lengthy bus ride so that restroom time can be scheduled prior to beginning your tour. The students will enter the museum in a single file line for ticketing. Each student will be issued a sticker that is to be worn throughout the visit.

3. In the interest of safety, teachers and chaperones are expected to maintain good discipline. When touring the fort, children are expected to stay with their chaperones. **Climbing on the gun battery and entering the moat are not permitted.**

4. Teachers are strongly encouraged to use the **Student Discovery Guide** (found in the **Education Packet**) in order to help maintain the students' focus during their visit. The Discovery Guide may be reproduced for each student to use as they tour the museum and fort. Teachers are responsible for providing student copies of the Discovery Guide worksheets and pencils.

5. Teachers may wish to have students leave their lunches on the bus which will be parked in close proximity to the picnic area. If the bus will not be on-site during the entire visit, teachers may choose to have lunches stored inside the museum during the tour. Please notify us when you arrive if you will need lunch storage. If your group will be purchasing soft drinks, please give us advance notice.

6. **No photography is allowed in the museum.** The short bursts of intense UV light from cameras cause damage to the 18th century paintings and objects. Photography is allowed outside and on the fort grounds.



7. It is best to divide the assembly into several smaller groups that will rotate around the site until all areas have been visited. The details of your tour can be arranged via telephone. One chaperone per 10 to 15 students is recommended.

8. If your school has a strict gun policy, please be aware that the museum store sells **toy replicas** of 18th century guns and plastic swords. Please advise your students as well as our staff according to your policy.

FORT LIGONIER