



ELMWOOD PARK
ZOO

Helpful Tips and Checklist for your Visit

A month before your trip date, please complete the following:

- Check invoice for payment date. Payments are due in full 2 weeks before your trip.
- Finalize program theme with your zoo contact if your class paid for an education program.
- Take a look at our website under education > teacher resources for a variety of activities, educational materials, and teaching tools to prepare your students for their visit.
- Provide parking instructions for your bus drivers. Parking instructions can be found on our website under education > teacher resources.
- Provide a map for your chaperones and determine all your meeting spots during your visit. A map can be found on our website under education > teacher resources and on our accessibility page.
- Gather bins to keep lunch boxes in during your trip. Some groups bring carts to help them carry the lunches as the zoo does not have a storage space.

The week before your trip date, please complete the following:

- Finalize confirmation with your zoo contact person the week of your visit.
- Keep an eye on the upcoming weather.

The week before your trip date, please complete the following:

- If you have scheduled an education program, confirm its location during check-in.
- If you need to cancel or reschedule for any reason, contact the zoo no later than 8am the day of your trip.