

Final Instructions for Schools preparing for the Elementary Schools Field Trip at Missions Fest

LOGO

(DATE)

Dear Elementary School Field Trip Contact Person,

Thank you for planning to bring your students along to Missions Fest (YEAR)! We are all looking forward to meeting you and your students. We are sure that you will find our program challenging and informing.

The Field Trip is only days away. Now that we have the registrations in, here are some final details and instructions.

1. DROP OFF

Check our website at **(WEB SITE)**, under Conference (YEAR) and **Accom/Travel** for driving directions to the (VENUE).

Arrival by Car or Van

For those arriving by car, please drop the students off at the **front** entrance to the (VENUE) and then proceed to the (ASSIGNED PARKING).

Arrival by Bus

Buses may drop off their passengers on the **(LOCATION)** and pick them up on the (LOCATION) under the following conditions:

- they park only long enough to unload and load
- they must place a sign in their window saying "Missions Fest"
- proceed to the Missions Fest (PARKING) for parking instructions

Directions to the UNLOADING AREA:

2. PARKING: (INFORMATON)

PICK UP

The students will be dismissed at 2:00 pm. Buses may return to the (LOCATION) for pick up between 1:45 and 2:15. Cars and vans may pick up in front of the (VENUE).

3. REGISTRATION

Please **arrive at 8:45 am** to register at the table (LOCATION). The Field Trip is scheduled to start at 9:15 am. When the students arrive, have them proceed (TO DESIGNATED LOCATION). We would ask that you have the children be seated with their group inside the hall.

Just a reminder, that if you have not already sent a cheque to the Missions Fest office (\$3/student), you can bring your cheque to the registration table on the morning of (DATE).

(Continued to next page.)

4. **SPECIAL PROJECT KITS**

(HERE IS AN EXAMPLE)

Child Soldiers Relief Kits

Please see the attached poster highlighting these ***Kits***. I hope that you will be participating in this opportunity.

Bring the ***Relief Kits*** with you into (LOCATION) and place them on the tables in front of the stage.

We trust that this information will be sufficient for you to arrange the details of an enjoyable day here with us at Missions Fest (Year).

If you have any further questions, please call me at our office at (Phone). Otherwise, we shall see you on (Date).

(Contact Name)

On behalf of the Missions Fest Field Trip Coordinators

Missions Fest (City)

(Address)

Tel:

Fax:

Email:

Website: