



## General Overnight Information, Rules and Procedures

- All participants must have a signed Release and Medical Authorization prior to staying in the museum.**
  - If the participants do not bring the release with them, they must opt out of the overnight.
  - Extra copies are available from museum staff and can be signed by a parent or guardian on site.
- Arrival time is between 7:00 - 7:30 pm.** Leaders should check in with an EdVenture staff member upon arrival. Leaders will be directed to where their participants should leave belongings and congregate. If leaders choose the dinner option they should arrive at 7:00. Dinner will be from 7:00 – 7:30 pm.
- Orientation is in the theater at 7:30 pm.** All groups must go to the Imaginarium Theater for an overview of general rules, instructions and procedures.
- EdCetera, the museum store, will be open from 7:00 - 8:00 pm.** This is a wonderful opportunity for overnight participants to shop for EdVenture merchandise such as shirts, snacks and drinks! The store will not reopen until normal business hours the following day at 9:00 am.
- All cars must have a parking pass displayed in the front window.** Passes will be given to leaders after they have checked in with the museum staff.

### **Museum Rules:**

- Doors are locked and no one will have access in or out between 7:30 pm - 8:30 am.
- There must be an adult for every 7 minor children (18 and under).
- EdVenture only allows single gender sleeping arrangements in the museum. There must be chaperons with each gender group that is sleeping in the museum.
- Only persons on the roster list are allowed to stay for the overnight.
- Groups must sleep in their assigned location with chaperones for the night.
- Lights go out at 10:30 pm! After this time, for safety reasons, participants should not leave their assigned area.
- In the museum there are two big rules, “no running” and “please use your inside voice”.

### **Other things to know:**

- Snacks will be offered from 9:45 – 10:00 pm. If you bring your own snack, please be courteous to other overnights. Food/drinks are not allowed in designated sleeping areas.
- Breakfast begins at 7:00 am in the Clubhouse Café (lower level of the museum). The continental breakfast of pastries, juice, and fruit ends promptly at 7:45 am. Coffee is available for the adults.
- There will be cleaning staff in the museum at 7:00 am to begin preparing for the day.
- Leaders are asked to have all materials from their participants packed up and loaded into their cars prior to 8:30 am. Please note that the doors are locked until 8:30 am (for safety reasons) so please make arrangements to have someone to let you back into the building after you have loaded your vehicle.
- Admission to the museum is FREE for the overnight participants the Saturday after the overnight (this does not include the “Blooming Butterflies” exhibit). *Participants that arrive early on Friday (9:00 am – 5:00 pm) to explore will be charged admission to the museum.*



## Group Information Sheet

Church / School / Family / Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Total Number of Chaperones: \_\_\_\_\_

Name of Participant	Age of Child	Emergency Contact Number	Any special needs that the staff needs to know about.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

*Please use any additional space to explain special needs. If a child has food allergies please bring appropriate food and snacks as EdVenture can not guarantee that food and snacks that are provided will be allergen free.*

***Please complete and fax or mail at least 24 hours prior to overnight date.***

Sleeping locations within the museum will be determined by group size. We only allow single gender sleeping arrangements.

Fax: 803-779-3144

Mail: P.O. Box 1638 Columbia, SC 29202

Attn: Overnight



## General Itinerary of EdVenture Overnights

### Friday night

<b>Time</b>	<b>Task</b>	<b>Location</b>
7:00-7:15*	Check-in / Shop in EdCetera	Welcome Desk
7:15-7:30*	Shop in EdCetera	
7:30 - 7:45	Welcome and Introductions	Imaginarium Theater
7:45 – 8:00	Last Chance in EdCetera	
8:00 - 9:40	Scavenger Hunt	
9:45 -10:00	Snack and bedtime instructions	Imaginarium Theater
10:00 -10:30	Get ready for bed	
10:30	Lights out! Good Night!	

### Saturday Morning

<b>Time</b>	<b>Task</b>	<b>Location</b>
6:30 - 7:00	Wake up, wash up and get dressed!	
7:00 – 8:00	Breakfast	Clubhouse Café
7:30 - 8:30	Pack up and move belongings to Lobby	
8:30	Time to go home!	<b>All belongings must be out of the building by 8:30</b>
8:30 - until	Museum Exploration when you are all packed up	

\*If you are eating dinner you should arrive at 7:00 pm to drop off your belongings in the lobby. You will go to the Clubhouse Café to have dinner on the museum's lower level.