

# Birthday Preparation Guide

This Preparation Guide is designed to help you enjoy your day and make the most out of the entertainment opportunities available at the Center.



## Prior to Check-In

Please have your party meet outside the center or in our retail store before your birthday party check in time. Please have your guest list filled out and ready to hand to the Birthday Concierge as this will help make your check in easy.

## Address & Parking

LEGOLAND® Discovery Center is located at the Streets of Woodfield located at the intersection of Higgins and Martingale Rd. Our address is 601 N. Martingale Rd. Schaumburg, IL 60173. Parking is free - we have parking in front of our center that usually fills up quickly and a parking garage just a short walk to our front door.

## Final Payment

PLEASE NOTE THAT FULL PAYMENT IS DUE 7-10 BUSINESS DAYS PRIOR TO YOUR VISIT BY VISA/MASTERCARD.

## Storage

We will have bins available for you to use while in the party room for all coats and gifts. Once the room time is over your party host will take all your items downstairs next to our Photo Desk for you to grab when you are ready. All presents and food will be placed in big bags and labeled with the Birthday Child's name for you. Storage bins are not looked after by LEGOLAND staff, please use at your own discretion.

## Arrival & Check-In Procedures

The birthday host must arrive and check in with the Birthday Concierge before any guests will be allowed into the center.

- **Arrival times are strictly followed:** Early or late arrivals will be accommodated to the best of our ability. If you know your group is running late please call us at 847-592-9708.
- **When you arrive:** Please have your guest list filled out and ready to give to our Birthday Concierge so we can check in your guests as they arrive. Any additional guests that are not listed on your guest list will be charged at the door to be able to enter the center. We will try to work with any changes, but cannot guarantee accommodation past the one week final payment date.
- **Birthday Concierge:** We will have 1 Birthday Concierge assisting all birthdays on the day of your visit. This person will check you in and take your guest list. You will not have a personal tour guide during your visit.

## Food Options & Restrictions

- **OUTSIDE FOOD AND BEVERAGE IS STRICTLY PROHIBITED.** All final food orders must be made no later than 7 days before your visit. No additional food orders can be made of the day of your party.
- All food will be served while in the party room during the hour in your party. You will have a host to help serve all food and drinks. Food will be served within the first half of your party room time.
- If your group would like to attend the Master Builder Academy you must have 1 adult for every 2 children. We recommend the Master Builder Academy for children ages 5 and older. Only groups of 10 or less at a time will be allowed to sign up for the classes.



# Birthday Preparation Guide



## What to Wear

LEGOLAND Discovery Center is an entirely indoor attraction. All guests must wear shoes while playing on the playground. Visitors without shoes may not be able to ride the attraction rides. If possible, we recommend having children wear unified t-shirts of the same color so it's easier to keep track of your group.

## Additional Costs

All of the rides and attractions inside LEGOLAND Discovery Center are included in the price of admission. Children may wish to bring additional money if they want to purchase LEGO® products from the gift shop. If guests would like to visit the shop all children must be accompanied by an adult and won't be able to purchase any items without an adult present. If you would like to get a group photo of the birthday child and their friends, you can stop by our Green Screen near admissions to take a photo and view it at our Photo Desk.

## Safety

Quality and safety are at the heart of the LEGO products; these same attitudes and standards are incorporated throughout the LEGOLAND Discovery Center. We ask that children under the age of 12 are under adult supervision all at times. We highly recommend 1 adult for every 5 children at all times.

## Staff

Our friendly and knowledgeable staff are available throughout the Center should you have any questions or need assistance.

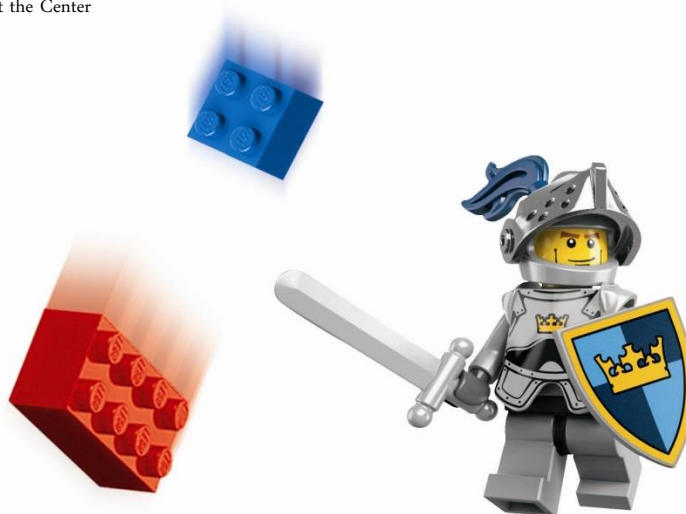
**We look forward to your visit and hope you enjoy your visit.**

Sincerely,  
Group Sales Office  
(847) 592-9708

## Checklist

This list may be useful to help plan your visit:

- Transportation arranged
- Payment made 7-10 days in advance
- Final guest list prepared for Birthday Concierge
- All parents aware of pick up time and location
- All invitations are sent out
- Final food order made no later than 7 days prior



**LEGOLAND**DiscoveryCenter.com/Chicago

LEGO, the LEGO logo, the Brick and Knob configuration, and the Minifigure are trademarks of the LEGO Group. ©2017 The LEGO Group.