

# Field Trip 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.



## Pre-Sorting into Small Groups

Please have your group pre-sorted into groups no bigger than 25 children and make sure each group knows when to arrive to their lunch if applicable. During the day of your visit please stay in your small group as it will be easier to enjoy the Center and its attractions.

## 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. Buses can pull up to the front of the center through the one-way crescent to unload children. Afterwards all busses must park at the Dick's Sporting Goods parking lot.

## Final Payment

PLEASE NOTE THAT FULL PAYMENT IS DUE 14 BUSINESS DAYS PRIOR TO YOUR VISIT BY COMPANY CHECK OR VISA/MASTERCARD. If paying by check, please write the booking reference number for the booking clearly on the reverse & make the check payable to LEGOLAND Discovery Center.

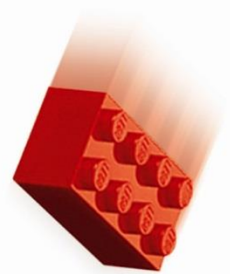
## Arrival & Check-In Procedures

All group attendees are required to arrive at the same time.

- **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:** Have one group leader enter the attraction to give the final head count of adults and children and make any final changes and payments. We will try to work with any changes, but cannot guarantee accommodation past the two week final payment date. Children can line up outside the center or wait on the bus during this time.
- **Group Concierge:** We will have 1 group concierge assisting all groups on the day of your visit. This person will check you in and take your payment. You will not have a personal tour guide or assistant during your visit.

## Food Options & Restrictions

- **OUTSIDE FOOD AND BEVERAGE IS STRICTLY PROHIBITED.**
- If you would like to eat during your visit you may pre-order a meal deal from our café for all group attendees.
- Final count of children for the meal deal is due 2 weeks in advance. You will be responsible for the cost of extra food if less children attend the field trip than originally booked.
- Bagged lunches must be kept on your bus. We are unable to store any lunches inside the Center.
- Groups can eat their lunches outside or on the bus. You will not be allowed to eat inside the Center.
- If your package includes a meal deal, your lunch times will be given upon final confirmation. These times are subject to change but we will do everything we can to accommodate you.
- Workshop time are strictly adhered to and are scheduled by our Group Sales department based on availability. Workshops hold a maximum of 30 students per class.



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## 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 food from our café or 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. We highly recommend to visit the store in groups of 10 or less to create the best experience and check out for your group.

## 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.

## Storage

Coat racks are available but space is limited. We recommend leaving coats and back packs on the bus. Pay lockers are available to store valuables at 25 cents per use

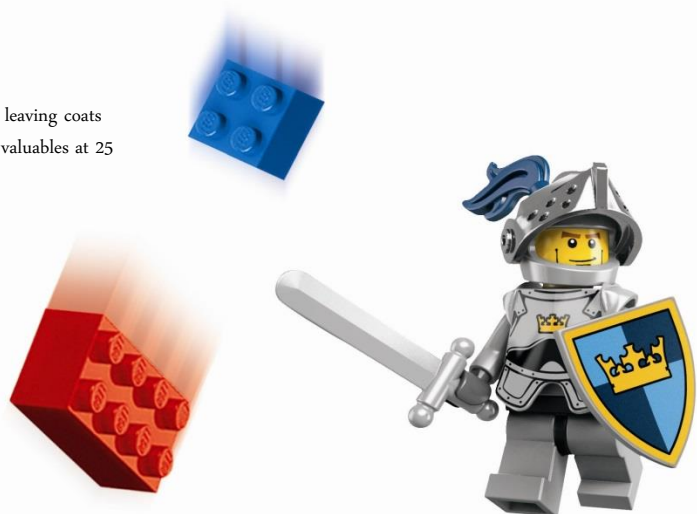
**We look forward to your visit and hope you enjoy your group trip.**

Sincerely,  
Group Sales Office  
(847) 592-9708

## Checklist

This list may be useful to help plan your visit:

- Transportation arranged
- Payment made 14 days in advance
- Final number of children ready for day of visit
- Final payment ready for day of visit
- Arrival & departure times arranged
- Small groups pre-sorted
- Chaperones briefed – objectives, workshop & lunch schedules, grouping of students



**LEGOLAND**DiscoveryCenter.com/Chicago

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