



HILLER AVIATION MUSEUM

Where Inspiration Takes Flight

Dear Educator,

Welcome to the Hiller Aviation Museum! We hope that you and your group will find your visit to be an enjoyable and educational experience. While visiting please keep in mind the following information.

Please remember the following as you prepare to visit the Museum:

- Let us know immediately if any of your field trip group details changes, especially arrival and departure time. We do anticipate the number of students to possibly differ by a handful so we do not need to be alerted of minor changes/absences but only if the number of students change drastically that the schedule/grouping may be affected.
- Note your group's start time carefully, especially if your group is completing a hands-on program and/or tour during this visit. If possible, please arrive 15 minutes prior to your scheduled start time to allow time for check-in and orientation. We will try to accommodate all groups but cannot guarantee late programs.
- If you do unexpectedly run late, contact the Museum at (650) 654-0200 and by email at education@hiller.org.
- Each child must have a nametag that clearly shows his or her first name. We will provide sticker nametags upon request.

Payment

- Payment may be made upon arrival with cash, check, or credit card. One payment must be made for each group—participants cannot pay individually. Please provide an exact count of both students and adults to facilitate check in.
- Please note that the admissions desk will not have access to the credit card used to hold the reservation. School/Organization must bring a form of payment on the day of the field trip.
- Schools with advanced approved grants must check in at the admissions desk with a headcount of the total number of students and adults in attendance.
- If any payment is due outside the grant coverage, payment will be processed at that time.
- As a reminder, grant coverage is for up to 120 students and 15 adults for admission and up to 120 students for one basic hands-on program. Any overage of our maximum numbers are subject to our regular field trip admission and program prices.

After checking in, your group will be seated in the Museum's Atrium for a brief orientation and bathroom stop before breaking into groups for hands-on programs, tours, and/or free exploration. We tend to keep classrooms grouped together for the hands-on programs.

In association with the Smithsonian Institution

601 Skyway Road, San Carlos, California 94070 Tel. 650-654-0200 Fax. 650-654-0220 Web: www.hiller.org



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Day of Field Trip

Museum Rules for Students

- Listen carefully and follow directions.
- Walk in the Museum, including outdoor areas.
- Stay with your group.
- Have fun!

Lunch at the Museum

During your visit please place backpacks, lunch boxes and other bulky items in basins or along the walls of the Atrium or Theatre as directed by a volunteer or staff member. Bins are available upon request. Your group is welcome to use our Atrium space or outdoor lunch tables in our Courtyard for lunch after you have completed your tours and/or programs, but please be respectful of any groups or individuals gathering in or passing through the Atrium. If the weather outside is rainy or adverse, students may sit in the lobby inside and eat their lunch—floor seating only.

Free Exploration

After your group's tour and any hands-on programs that you have scheduled, you are welcome to explore other areas of the Museum with your students. Students must be supervised by a teacher or chaperone during free exploration.

Exhibit Safaris are available to enhance the free exploration experience for your students. An Exhibit Safari is a set of brief, written questions that allow you and your students to conduct self-guided explorations while searching the Museum to discover the answers. Safaris and Teacher Keys are available on the [Teacher Resources](#) page of our website, or check in at the Docent desk after you arrive to receive hard copies.

While exploring the Museum, please do not disturb other groups that may be on a guided tour or participating in a hands-on program. If you have any questions regarding an exhibit, please ask one of our docents.

Boeing 747 and Flight Simulators

Our Boeing 747 and the flight simulators on the Gallery floor are popular public exhibits and may be available for your group to visit after your tour and/or program. These exhibits are not suitable for large groups and students must be under the direct supervision of an adult chaperone at all times. Simulator usage should be limited to three minutes per student when additional students are waiting, and no more than four students (with at least one adult chaperone) should be in the cockpit of the Boeing 747 at one time.

The Museum's Grumman Albatross and Aero L-39 are usually closed to the public, but stairways are available to provide views of the interiors of these aircraft. Children should be supervised on stairways at all times.

The Flight Sim Zone is located upstairs on the Mezzanine level. Its simulators are generally available to school groups only for pre-reserved programs that require an additional fee. Please see a staff member for details.

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Occasionally, exhibits are closed due to capacity limits, reserved usage, or maintenance. We apologize for any inconvenience. Please see a docent for information on exhibit spaces available for self-guided experiences.

The Gift Shop

Students may enter the Gift Shop only under the direct supervision of an adult chaperone. Only 8 students may be in the gift shop at any one time and they must be supervised. School staff and/or chaperones need to facilitate the movement of students through the gift shop. Be sure that your students know whether or not a Gift Shop visit will be made, and if so ensure that they know that their visit must be supervised. The Museum reserves the right to close gift shop to school groups at any time.

After Your Visit

Please complete the Field Trip Program Evaluation that will be sent once your visit is complete. Your feedback is important to us as we strive to make our field trip programs better and provide more relevant content to our visiting groups.

Thank you for visiting the Hiller Aviation Museum and affording us the opportunity to share our enthusiasm for aviation and learning with your students. We hope to see you at the Museum again soon!

Sincerely,

Education Department
Hiller Aviation Museum
education@hiller.org

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