

IFT Program: Group Leader Check List

Making your reservations

- Group leader should make the reservation by phone. Call (800) 25 SHAMU, press 42
- Check your school calendar, bus schedules, and testing dates to avoid any schedule conflicts.
- Decide if your group would like the half-day or full-day IFT program.
- group size is 10 or more
- Reservations are subject to availability. Book early.

Before your Field Trip

- Please share your information with all chaperones.
- If you have a purchase order payment, please mail or fax a copy to SeaWorld at (619)226-3634
- distribute parking passes (1 per vehicle)

Check-in (day of the Field Trip)

- Make sure your entire group has arrived
- get a total count for your group:
 - # adults
 - # students
 - # passports (not FunCards)
 - # adults/siblings over the accepted ratio of adults/students
- Collect any 12-month SeaWorld passports or copies of passports
- Fill in confirmation sheet prior to check-in.
- Only the group leader should check-in the group
- Method of payment: SeaWorld accepts purchase orders (in advance), cash, checks, or credit cards. **Only one payment per school please.** Sorry, but we do not accept advance payment except for purchase orders.

Exhibit guides, maps, and the Education Show time will be provided to your group on the day of your visit.

Lunches may be stored in unsecured lockers at SeaWorld.

Chaperones must be with students at all times and must follow guidelines.

