

FIELD TRIP PLANNING CHECKLIST

Research and Register for your Field Trip to the Topsfield Fair.

Explore our website to see all of the exhibits and shows we have available.

Request approval of Field Trip from Superintendent/Principal/Etc.

Receive your confirmation packet in the mail/email and review all enclosed paperwork. *There's lots of important information!*

Arrange transportation for your field trip and finalize plans for lunch.

Information about eating lunch on the fairgrounds is in your confirmation packet.

Send home permission slips and any important information students and parents will need to know.

Recruit chaperones - we suggest having one chaperone for every

four students. *It is better to have extra help than not enough!*

Make copies of maps, schedules, itineraries, etc. for every chaperone

- they'll need them! *One of the biggest complaints we receive is that chaperones don't know when and where things are happening!*

Enjoy your Field Trip to the Topsfield Fair!

When you return to school, complete the Topsfield Fair Field Trip survey, so we can learn and improve from your experiences!