

# Group Leader Guide

Snoozeums are a unique opportunity for community groups with children ages 6 to 12 to visit the Museum after dark and sleep in the exhibits. This Group Leader Guide has everything you need to know if you are the leader of a group attending the event.

Once your final payment is received, you will also receive a Participant Guide that will have information for everyone in your group. Once you receive the Participant Guide, please share it with the other adults in your group that will be attending.

Still have questions? Please email [snoozeuminfo@msichicago.org](mailto:snoozeuminfo@msichicago.org) or call our hotline at (773) 753-3885.

## Event Overview

Snoozeum begins at 6:00 p.m. and ends at 9 a.m. the following day. Next day General Admission is included with your Snoozeum ticket and must be picked up in the Entry Hall starting at 9 a.m.

During the event, you can explore the Museum at your own pace.

Your group will have an assigned time to view a movie in the Giant Dome Theater. *Coal Mine* and *U-505 Submarine* tickets are free and are available on a first-come, first-served basis.

The Museum Kitchen will be open for guests to purchase dinner from 6 to 8:30 p.m. A bedtime snack and a continental breakfast are included in the price of your ticket.

Special Snoozeum programming will take place during the event, including a scavenger hunt and special science activities.

Lights will begin going out at 11:30 p.m., when we ask guests to get in their sleeping bags for the night. The lights will begin turning back on at 6:30 a.m.

## Parking

Griffin MSI is located at 5700 S DuSable Lake Shore Drive on the north end of Jackson Park. We are NOT located on the Museum Campus near Solider Field.

Overnight parking is included with your ticket. Please park in the Museum's underground parking garage, which you can enter the intersection of 57<sup>th</sup> Steet and Cornell. Outdoor parking lots are metered and managed by the Chicago Park District and are not recommended for parking during the Snoozeum.

## Fun and Safety

Snoozeum guests are required to abide by Griffin MSI's [Visitor Policies](#). Please be sure to review these policies before your visit. Failure to follow these policies may result in your removal from the Museum with no refund. The Museum reserves the right to ask anyone to leave the Snoozeum — without a refund and regardless of the hour — who does not adhere to these policies or because of inappropriate behavior.

Refrigeration is available for medicine or special dietary needs. Please notify us at least two weeks prior to the Snoozeum if anyone in your group has any accommodation requests. We are better able to accommodate needs with advance notice.

The Museum does not provide any sleeping equipment, such as pillows, cots or sleeping bags. Guests should be prepared to bring their own sleeping equipment.

### Age Policy

Children must be between the ages of 6 and 12. Families and groups with children that are not in this age range may be asked to leave the event without a refund.

Adults may not attend without a child between the ages of 6 and 12. If you attend the event and do not have children in your party, you will be asked to leave without a refund.

### Safety Guidelines

- Adults must accompany children at all times (even to the restroom at night).
- Guests must wear shoes at all times (even at night).
- Be respectful of other people and their belongings.
- Do not run or play on stairs or escalators — there are lots of other ways to have fun.
- No food or drink is allowed in exhibit areas. Alcohol is not allowed anywhere.
- If there is an emergency, you will be given direction by Museum staff and security officers. Please follow their directions quickly and quietly.
- All bags may be subject to security inspection. Please follow all posted signage.
- There is no smoking (including e-cigarettes) allowed inside the Museum, including the parking garage.
- No weapons of any kind, including knives, pepper spray and stun-guns/tasers are permitted inside the building.

### Bedtime Guidelines

- Don't unroll your sleeping items until bedtime. We don't want anyone to be walking on your belongings to see the exhibits.

- Don't set up your bed in front of marked exits or stairwells and leave a walkway between people. We don't want anyone being stepped on in your dark.
- Guests can bring in wagons, but please leave wagons in your sleep area.
- Please observe quiet time after lights out.
- Museum security officers patrol the premises at night. If you have any problems or an emergency, please contact a security officer or a staff member.
- Clean up your sleeping area by 8:30 a.m. Cleaning crews will begin getting the Museum ready to open to the public.

## **Payment and Cancellation Policies**

All reservations are first-come, first-served. We reserve the right to limit the number of attendees and cancel the Snoozeum at any time.

For large groups, a 30% deposit is required two weeks after your request has been confirmed. Total payment is due four weeks before the event.

Cancellations of an entire group must be received no later than four weeks before the event. Any cancellations received less than four weeks before an event will only be entitled to a refund of 50% of the fee.

No refunds will be given for cancellations less than seven days prior to the event, including the day of the event or after the event.

No tickets are available at the door.

## Large Group Leader Checklist

This checklist is for any groups that include 15 or more guests.

\_\_\_\_\_ Within TWO WEEKS of your reservation being confirmed, send Griffin MSI your 30% deposit and signed Group Leader Contract. An invoice will be sent with your confirmation, along with a link to the Leader Contract online form.

\_\_\_\_\_ FOUR WEEKS before the event, send Griffin MSI your payment in full.

\_\_\_\_\_ FOUR WEEKS before the event, provide Griffin MSI with your roster of participants. If any changes need to be made to your roster, please email [snoozeuminfo@msichicago.org](mailto:snoozeuminfo@msichicago.org).

\_\_\_\_\_ TWO WEEKS before the event, notify Griffin MSI of any special needs or accommodation requests for your group. This can include requests for 24 hour electrical outlets for medical devices, refrigeration of medicines or special sleeping areas.

\_\_\_\_\_ TWO WEEKS before the event, make sure each member of your group has completed a Participant Release form. You will receive a link to complete these forms.

\_\_\_\_\_ ONE WEEK before the event, email the ticket QR code to your group participants.

\_\_\_\_\_ ONE WEEK before the event, distribute the Participant Guide to your group. You will receive an email with this guide, which will include what to bring and check-in procedures.

## Check-in Procedures

Check-in will be in the Museum's Entry Hall, off the underground parking garage. Everyone in your group will need to check in, although they do not all need to check in at the same time.

To check in, each person will need to provide a copy of the QR code ticket that has been emailed to the group leader.

At check-in:

- Each person will get a color-coded wristband. The color indicates the time your group is assigned for a Giant Dome Theater movie, snack, and breakfast.
- You will receive your sleeping area assignment.
- You will receive a copy of the Program Map showing the location of activities and other important information for your group.

After check-in, please head to your assigned sleeping area to drop off your gear. Please leave your sleeping items rolled up against the wall until 11 pm so that everyone can walk freely in the exhibit areas. If you have any concerns about your sleeping area, please contact a staff member.

If your group purchased gold tier tickets, your group leader can pick them up on Main Level 2 by the red stairwell.

## Frequently Asked Questions

***Can I increase the number of my group?*** Our Snoozeum events often reach capacity early, so your extra group members may have to be put on a waiting list. All large groups confirm their rosters four weeks before the event; at this time some groups may drop their attendance numbers. As spaces open, we will contact you to see if you still need the extra group members added.

***What if participants cannot attend at the last minute due to illness or another emergency?*** A Snoozeum ticket may be used by another person (adult or child). The child must be between the ages of 6 and 12. If you are part of a large group, please notify your leader. Group leaders should contact the Museum with the name of the person who is not attending and the name of the person who is now attending, so that your roster can be kept up to date. There are no refunds the week before the event, the day of the event or after the event.

***What if some children are outside of the 6 to 12 age range?*** The Snoozeum is specifically designed for children ages 6 to 12, and we cannot accommodate children outside of this age range. Families and groups with children that are not in this age range may be asked to leave the event without a refund.

***Can I attend a Snoozeum without children?*** Adults may not attend without a child between the ages of 6 and 12. If you attend the event and do not have children in your party, you will be asked to leave without a refund.

***Does the entire group need to check in together?*** All members of your group will need to check in, but you do not have to check in as a group.

***Does the Museum supply pillows, cots, air mattresses, etc.*** Guests must supply their own sleeping equipment. The Museum does not provide cots, air mattresses or any other sleeping equipment.

***Where will my group sleep?*** Guests sleep in assigned exhibit spaces throughout the museum. You will receive your assigned sleeping location at check-in. The lights and interactives in the exhibits will remain on until approximately 11:30 p.m.

Please note that flooring varies between exhibits and can include tile, laminate and carpeting.

***What if my group is arriving via bus?*** The bus should drop off and pick up your group members at the Circle Drive on the north side of the Museum on 57th Street (NOT the

Group Center). There are two kiosk entrances on the north lawn (marked “Main Entrance”) that lead into the Entry Hall.

***Can I check in late?*** Guests may check in as late as 10 p.m.

***Can we leave the Snoozeum early and not spend the night?*** Yes. If you need to leave at any point during the Snoozeum, head back to the Entry Hall and let the guard at the base of the escalator know that you are leaving for the night. Depending on the time of the night/early morning, the guard will let security know to raise the garage gate so you and your party can depart.

***What dining options are available?*** The Museum Kitchen will be open for guests to purchase dinner. There is also a bedtime snack and a continental breakfast included as part of the ticket. The program map you receive at check-in will have the specific times the dining area is open. Food and drink are not permitted in the exhibit areas. Outside food is not allowed except in cases of dietary restrictions.

***Will my scout troop earn a badge?*** Snoozeum programming does not apply toward any scout badges. A Snoozeum patch is included in admission. These patches are available for the group leader to pick up at the Information Table until 11 p.m. A separate patch is available to those who complete the Scavenger Hunt.

***Is there a T-shirt available?*** Snoozeum t-shirts are included with the Gold and Platinum Tiers and are also available for purchase the night of the Snoozeum. They are available in adult and children's sizes. Check the program map to see when and where they are being sold.

***Where can a purchase a souvenir?*** The Museum Gift shop in the Entry Hall will be open in the morning if you would like to purchase a souvenir to take home.

***Will my Girl Scout group be sleeping in a “girls-only” area?*** The Snoozeum is a co-ed event. We cannot guarantee that your group will sleep in a girls-only area. If you have a specific concern, please contact us. We will do our best to accommodate you.

***Can we stay at Griffin MSI after the Snoozeum?*** Yes! You are welcome to stay at the Museum the day following the Snoozeum. General Admission tickets for that day will be available for pick-up between 9 and 9:30 a.m. in the Entry Hall. Please remember: all Snoozeum perks end at 9:30 a.m. If you choose to stay past then you will be required to pay for parking for the day.

***Questions before the event?*** Call the Snoozeum hotline at (773) 753-3885 or email [snoozeuminfo@msichicago.org](mailto:snoozeuminfo@msichicago.org).

***Questions after 5 p.m. the day of the event or to reach someone at the event?*** Call our security desk at (773) 753-2574.

## Sample Schedule

Schedule subject to change. The Museum reserves the right to substitute experiences as necessary.

<b>Evening</b>	
6 – 8 p.m.	Check-in (Entry Hall)
6 – 8:30 p.m.	Dinner available for purchase in the Museum Kitchen
6 – 11 p.m.	<p><b>Museum Exhibits</b> Exhibits will be open unless otherwise posted. Check the Program Map you receive at check-in for specific times.</p> <p><b>Scavenger Hunt</b> Find the clues throughout the Museum’s exhibits and earn a special patch.</p> <p><b>Live Science Experiences</b> Explore scientific phenomena and technological marvels.</p>
6:30 – 10 p.m.	<p><b>Exhibit Tours</b> The <i>Coal Mine</i> and U-505 have limited capacity. Timed entry tickets are available at the exhibit entrances on a first come first served basis.</p> <p><b>Giant Dome Theater</b> Check the color on your wristband for your specific show time.</p>
9 – 11p.m.	<p>Snack in the Museum Kitchen</p> <p>Please check your wristband for your specific time</p>
11 – 11:30 p.m.	Join your group in your sleeping area and prepare for bed.
11:30 pm	Lights Out
<b>Morning</b>	
6:30 am	Lights Turn On
6:30 – 8 a.m.	<p>Continental breakfast in the Museum Kitchen</p> <p>Please check your wristband for your specific time</p>
9 a.m.	<p><b>End of Program</b> All belongings must be removed from exhibits and back in your car by 9 a.m. If you would like to stay for the day you will need to pick up a general admission ticket in the Entry Hall after 9 a.m. All Snoozeum benefits end at 9:30 am. Please note that if you stay at the Museum after 9:30 a.m. you will be charged for parking.</p>
9:30 a.m.	The Museum opens.