



THE NATIONAL  
WWII MUSEUM  
NEW ORLEANS

945 Magazine Street  
New Orleans, LA 70130  
**Phone (504) 527-6012**  
Fax (504) 410-0899  
www.nationalww2museum.org

## Field Trip Scheduling Information

Call Group Sales at 504-527-6012, ext. 222 or 291  
or e-mail [emily.claassen@nationalww2museum.org](mailto:emily.claassen@nationalww2museum.org)

We will need to know the date and time you prefer and the size and grade level of your class. Tours and programs are subject to availability.

No field trip or program will be booked without written confirmation from the Museum.

**If you leave a message, please leave a number and a time when you can be reached during business hours.**

Hours of operation 9:00 am – 5:00 pm, Tuesday thru Sunday

**Average Museum field trip time--2 hours**

Closed Mardi Gras Day, Thanksgiving, and Christmas

### Guidelines for Scheduling Groups

**GROUP SIZE** – Groups must have a minimum of 15 people. While group size may fluctuate during the planning phase, the group must still consist of at least 15 people upon arrival to receive a *group discount*.

**GROUP RATES** – Elementary, Middle, High School, and College student groups: \$5.00 per person if scheduled to visit in March, April, or May, and \$4.00 for all other months. JROTC and ROTC groups will be charged as student groups. Complimentary admission is provided to bus drivers for all groups. In the case of Elementary, Middle, and High School student groups, one chaperone per 10 students is required regardless of grade. In an effort to encourage adult supervision, the Museum will provide free admission to one chaperone per 5 students. Additional chaperones will be charged \$8.00 each. Pre-visit educational material is provided to help prepare and orient students to WWII history and museum etiquette.

**PAYMENT** – is preferred on the day of the visit. Advance payment is also accepted. Payment can be in the form of organizational check, cash, or credit card. There should be one person with responsibility for processing payment with Museum personnel at the ticket counter. The Museum does not provide direct billing or receive purchase orders for payment. *Deposits are not necessary for school groups.*

**SCHEDULING A GROUP** – It is necessary to schedule a group in advance in order to receive the group discount. Please contact us as soon as possible to determine if the desired day and time is available. ***A minimum of two weeks is requested.*** Group admissions are staggered throughout the day, please be prepared to provide several options. Peak months for groups are March, April, and May.

**DOCENT-LED TOURS** – There are a limited number available for field trips. They are scheduled on a “first come, first served” basis and often require months of advanced planning. Please inquire at the time of scheduling if interested. **The maximum number of students for a docent-led tour is 60.** An “artifact hunt” exhibit activity is available in the pre-visit materials for copying and distribution to your students, if desired, for SELF-GUIDED visits through the Museum. *Class sizes may be limited even for self-guided visits.*

**CANCELLATION POLICY** – Please notify us as soon as possible to cancel or change an existing reservation. This will allow another group the opportunity to enjoy the Museum.

**PARKING** – The Museum provides an unloading/loading zone for busses along side of our building on Magazine Street. Drivers should be prepared to move the vehicle from this position once passengers are unloaded and arrange a time to meet the group for pick up. Busses will not be allowed to unload/load on Higgins Blvd. in front of the Museum because of traffic safety hazards. Bus parking is available two blocks away (under the overpass). Cars and vans may park at nearby meters and area parking lots.

**♿ ACCESSIBILITY** – The Museum is fully accessible to people with disabilities. Please contact the museum if you have students or adults with special needs.

**ADDITIONAL INFORMATION** – Backpacks and lunches **must be left on busses**. Videotaping is strictly prohibited. Photographs are allowed in the Louisiana Memorial Pavilion and in the exhibits without a flash. There is no group lunch area. PJ's coffee shop is on site, but is ***not ideal*** for students to dine together at the same time. There are no headsets. Early admission can be arranged.