



### **DCT Check List for Field Trips (in-person)**

1. I submitted a reservation request via the [Field Trips website](#), and I included **ALL** teachers, students, parents, and chaperones who will be attending the performance in my count. **Please note: In light of COVID, we will not be processing people at the door that are not on the list.**
2. I received a follow-up confirmation email within two (2) business days from DCT.
3. I paid the deposit and remaining balance or (DISD only) provided DCT with a Learning Partners voucher number and approval code.
4. I have arranged buses and/or car transportation for my group.
5. I read DCT's Health and Safety Protocols document.
6. I distributed a copy of DCT's Health and Safety Protocols document to each person who will attend the field trip.
7. I have looked over DCT's Teacher Resource Guide for the show (which I received in my email confirmation from DCT).
8. On the day of the show: Everyone in my group is wearing a mask (during the entire field trip).
9. On the day of the show (if possible): Everyone uses the restroom at our own facilities before going to the theater.
10. On the day of the show: Everyone in my group is wearing big smiles and ready to have a great time at the theater!