

Teacher Information

Through the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, with additional support from CEFCU and our members, admission fees for students and chaperones to attend the 2017 Evergreen Cemetery Walk have been waived.

Chaperones: We require a **minimum of 1 adult chaperone per 10 students** to accompany every **assigned group** of students. Chaperones **MUST park outside** the cemetery on the side streets.

It is your responsibility to inform chaperones of their duties, which include providing leadership, disciplining as needed and helping to shepherd the students through the cemetery in a timely manner. Chaperones will also be asked to escort any students who become ill or disruptive back to the entrance.

PLEASE DISTRIBUTE THE CHAPERONE INFORMATION SHEET TO EVERY CHAPERONE.

Entrance: Evergreen Cemetery is located at **302 E. Miller Street**. Buses **must** turn onto Miller St. from Main St. or Center St. to approach the cemetery. To control traffic, we ask that you **NOT** approach Miller St. from East St. or Wright St./Berenz Pl. Bus drivers will be instructed where to park. Chaperones **MUST** park outside the cemetery. **Students using wheelchairs should be off-loaded before parking the bus.**

NOTE: We encourage all buses to stay for the duration of your tour. Staff will be on hand to coordinate bus parking. If a bus must leave, **please inform us at arrival** so we can coordinate the parking needs accordingly. **Bus drivers are welcome to attend the Cemetery Walk free of charge with your students.**

Check In: Please arrive at the cemetery at least **15 minutes prior** to your scheduled tour. If you arrive late, we may not be able to accommodate you. Your bus will be stopped just outside the cemetery entrance. At this point, teachers will check in and receive instructions as to where the students should be dropped off.

Unloading: It is very important to give students their group numbers **before** arriving at the cemetery. See your confirmation sheet for the group numbers assigned to you. After students get off the bus, they will be directed to the guide holding a sign with their group number. Please **give students name tags with their group numbers clearly marked** so we may quickly direct them to the appropriate location. Chaperones should be informed of this system so they may assist students. **Please use OUR numbers to divide students.**

Program Timing: The tour lasts 75 minutes. Upon completion of the tour, you will be expected to exit the cemetery. Please be considerate: another group will be arriving shortly after your group is finished. If your class lingers, you may detract from the experience of others. If, at a different date, you wish to do additional activities with your class at Evergreen Memorial Cemetery, please make the

appropriate arrangements by calling the cemetery office at 827-6950. Please do not assign class activities or assignments during the tour.

Student Information: PLEASE REPRODUCE the Student Information sheet and distribute it to your class. The sheets specify what will be expected of students.

Chaperone Information: PLEASE REPRODUCE the Chaperone Information sheet and distribute to your chaperones several days before the event. The sheet specifies what will be expected of chaperones.

Funeral: In the event that a funeral occurs during your assigned tour time, the Cemetery Walk **will** continue as planned. Minor adjustments will be made in parking or in the walking route, if necessary, to respect the privacy of the funeral. Students should remove hats and stand respectfully while the procession passes by.

Weather: The Cemetery Walk will be canceled **ONLY** in the event of dangerous weather (i.e. lightning). If there is inclement weather the day your class is scheduled, please listen to WJBC to find out if the Cemetery Walk has been canceled. **Please make sure your students know that they are to dress appropriately:** jackets for cool weather, umbrellas for rain, comfortable shoes, etc. In the past, students have been uncomfortable because they did not wear appropriate clothing.

Additional Traffic: There is the possibility that there will be minimal traffic at the cemetery because of people wanting to visit their loved ones. Please make sure that your chaperones and students understand that they are to look carefully before crossing any of the streets in the cemetery.

Photography: No **videotaping** of the Cemetery Walk will be permitted. Still photographs are permitted as time allows. Please do not disrupt the performance or ask the actor to pose for your pictures.

Restrooms: Please make sure that your students use the restroom before arriving at the Cemetery Walk as there is **no** public facility at Evergreen Memorial Cemetery.

Evaluation: An evaluation of the Cemetery Walk will be sent to you **after** the Cemetery Walk. Please fill it out and return it in the self-addressed, stamped envelope we provide. **Your feedback is important** to our planning for future events!

Note: Any injuries sustained during the Cemetery Walk are not the responsibility of the McLean County Historical Society, Illinois Voices Theatre Echoes, or Evergreen Memorial Cemetery.

**Thank you and we look forward to seeing you and your students at the
Cemetery Walk!**