

Chaperone Information

Through the generosity of this year's sponsors, Evergreen Memorial Cemetery and the Illinois Prairie Community Foundation, with additional support from CEFCU, Museum member Willie Brown, and our members, admission fees for students and chaperones to attend the 2018 Evergreen Cemetery Walk have been waived.

Welcome to Evergreen Memorial Cemetery and the Evergreen Cemetery Walk! You have been asked to perform the very important job of shepherd for your group.

Below are some helpful hints to make the day more enjoyable for everyone involved.

- **Introduce yourself** to the tour guide, so he or she can call you by name if they need your help.
- **Lead by example.** Listen politely, turn off or mute cell phones, and please do not talk to each other during the performances.
- **Be the shepherd.** Please help move students through the cemetery in a timely manner. Chaperones should station themselves throughout the group, especially with **a few** walking *behind* the group to keep students from falling behind. Please do not let students sit on the ground during performances or in between performances. It slows things down, and we are on a tight schedule.
- **Maintain discipline** among the students. Please make sure students are **quiet** and **attentive** during performances. Disruptive students should be disciplined or removed from the group. **We're counting on you to maintain decorum among your group!**
- **Actively participate** in the performances. Performances may include some actor interaction with the audience. Your participation will help students feel more comfortable about participating, too.
- **Escort** any students who become ill, or who must leave early, back to the cemetery entrance and stay with them until picked up. There is no cemetery staff available to do this.
- **Videotaping is not allowed.** Still photographs are allowed, but please do not disrupt the performance or ask the actor to pose. Please do not talk to the actor after the performance – they must maintain concentration for the next group.
- **Please review** cemetery manners with your group:
 - Show respect through good behavior
 - Do not lean, stand, sit on, walk on, or jump over tombstones and markers.
 - Eat before or after, but not during your visit. **No gum is allowed.**
 - Leave gravestone decorations and flowers alone.
 - Carry any trash out of the cemetery.

Please help our tour guides by following these suggestions. Your assistance is vital to making this tour a success! Enjoy!