

Adult Groups Essential Check List 2026

Yale Peabody Museum

Before You Go

Booking & Logistics

- **Advance Booking:** Group trips for 12+ must be requested **at least three (3) weeks in advance** using the **Adult Group Request Form**. Requests submitted outside of the three-week window will be **automatically canceled**.
- **Confirmation Timeline:** Once your request is approved, you will receive an **initial confirmation email from our booking platform, Cojilio**, for all visit types (workshops, lunchroom reservations, or regular trips). **One month to two weeks prior to your visit**, you will receive a **reconfirmation email from the Education Administrative Coordinator** with confirmation of your **scheduled visit**.
- **Check-In Requirements:** Please bring the **arrival/check-in sheet included in your pre-visit packet** on the day of your visit.

Group Composition

- Max 100 people per visit.

During the Visit

Arrival & Facilities

- Use the designated group entrance on Sachem Street; buses may drop off but cannot park there.
- Remain on your bus until a museum greeter boards to review basic expectations and confirm scheduling.
- Check out our resources page and print scavenger hunts or activities prior to your visit.

After the Visit

- **Debrief:** Discuss observations, record questions, and encourage reflection.
- **Provide Feedback:** Let the museum know what worked well or could be improved via our post visit survey that will be sent to the group leader's provided email.