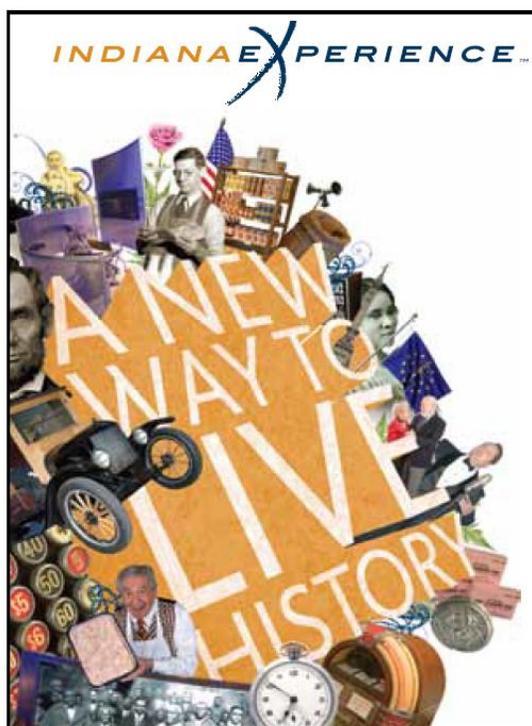


PREVISIT INFORMATION PACKET

Adult Group Visits

Eugene and Marilyn Glick Indiana History Center

Indianapolis



To schedule a tour and to learn more about what we have to offer your group,
please call (317)234-7384 or email reservations@indianahistory.org



Table of Contents

Information for Group Leaders	1
Getting to the Eugene and Marilyn Glick Indiana History Center	2
Cancellation and Refund Policy	3
Check-In/Arrival Information	3

Copyright 2011

Indiana Historical Society

All rights reserved

This is a publication of the Indiana Historical Society, Eugene and Marilyn Glick Indiana History Center, 450 West Ohio Street, Indianapolis, IN 46202-3269 USA. Except for copying portions of the previsit information packet by educators for educational use, or for quoting of brief passages for reviews, no part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), without written permission of the copyright owner. All inquiries should be addressed to the Public Programs Division, Indiana Historical Society. The *Student and Youth Group Visits Previsit Information Packet* is available online at www.indianahistory.org.

Information for Group Leaders

- Please arrive 15 minutes prior to the scheduled start time of your visit. This will allow time to use the restrooms and stow coats.
- If your group is larger than 15 to 20 people we ask that you split your group up for the tour as some of the exhibit spaces are small and can't handle more than 20 people at a time.
- Park in the lot located at the rear of the building off New York Street. Pull a ticket from the parking-lot kiosk to raise the gate. Make sure to bring the ticket with you so it can be validated for free parking at the Welcome Center desk. Enter the building through the east doors under the overhang near the canal. Drivers will need to present their ticket to exit the lot. If the ticket has not been validated at the Welcome Center, a parking fee will be charged.
- Check in your group at the Welcome Center desk. Wristbands will be provided to each member of the group to wear during their visit.
- Payment is due at the time of the visit. Your confirmation letter will specify the amount owed. Please note that if you prepay and do not bring as many youth and adults as you registered, History Center staff will fill out a refund request, and a refund will be mailed to you. Please let us know in advance of your visit if an invoice is required.
- Adult groups are welcome to purchase lunch and eat in the Stardust Terrace Café. Contact (317) 234-7384 for details on lunch options and catering information.
- Please make sure that food and drink (including candy and gum) stay only in the café. Food and drink are not allowed in the exhibits
- History Center guests are sometimes photographed and videotaped for use in Indiana Historical Society promotional and educational materials. If members of our group object to this, please contact us at (317) 234-7384.
- IHS Staff or volunteers are happy to answer questions. If there is an emergency, please notify a staff member immediately.
- Restrooms are located on the Canal Level near café and classrooms and on the Main Level near the lobby.
- Adult groups are welcome to shop at the Basile History Market before or after their visit.

Getting to the Eugene and Marilyn Glick Indiana History Center

From the North

Take I-65 South and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left on New York Street. The entrance to our parking lot will be on your right.

From the South

Take I-65 North, and then change to I-70 West. Go west for just under one mile and exit at West Street (exit 79A). Turn right onto West Street/Missouri Street and continue north for about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

From the East

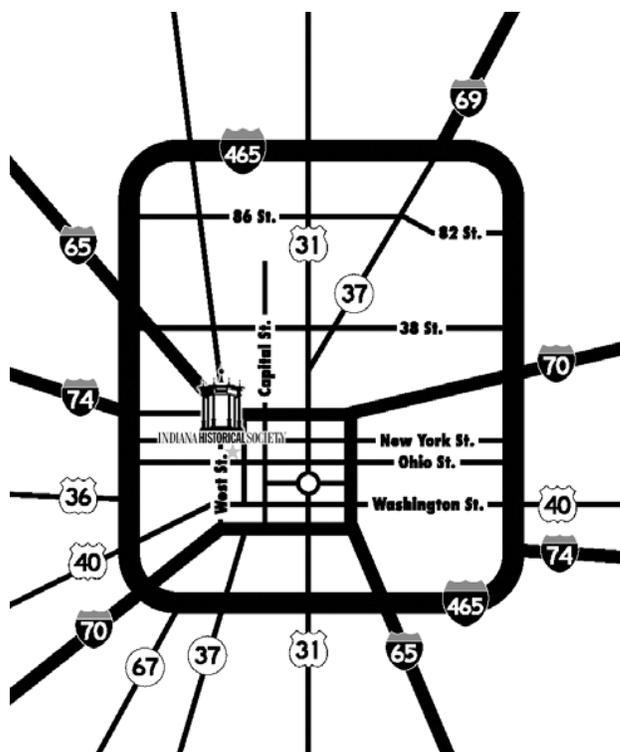
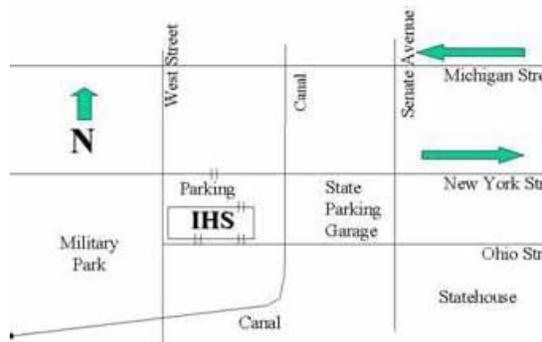
Take I-70 West and then change to I-65 North. Pass the first exit, go to the far-left lane and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left onto New York Street. The entrance to our parking lot will be on your right.

From the West

Take I-70 to the West Street exit (exit 79A). Make the first possible left (north) onto West Street/Missouri Street and go about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

Bus Parking

Buses may stop near the History Center entrance to unload, but should then pull into a designated bus parking space on the north side of the parking lot (bordering New York Street).



Cancellation and Refund Policy

- Please notify the Indiana Historical Society of a cancellation or change in group numbers as soon as possible by calling (317) 234-7384 or e-mailing eservations@indianahistory.org.
- We recommend paying the day of your visit; however, if advance payment is necessary or the group's organizer must prepare a check in advance and actual group numbers differ from the number of participants registered, you must request a refund upon check-in at the Welcome Center desk. Welcome Center staff will complete a refund request form and a check will be mailed after this form has been processed. Please call ahead of your visit if you require an invoice.

Check In/Arrival Information

- Please enter the building through the east doors under the overhang near the canal.
- Check in at the Welcome Center desk. Welcome Center staff will process payment and provide you with a receipt.
- We recommend paying the day of your visit. Your confirmation letter will specify the amount owed.
- Welcome Center staff will issue wristbands for group participants to wear during their visit. Please see that each member of your group gets a wristband.
- Guests may leave coats in the coat check area for the duration of the visit.
- Please ensure that the larger group is divided into small groups as described in the "Information for Group Leaders" section on page 1 of this packet.