



# Group Leader Guide

Snoozeums are a rare opportunity for community groups with children ages 6–12 to visit the Museum after dark. This guide has everything you need to know if you are the leader of a group attending this awesome event.

The **Snoozeum Participant Guide** has information that each person coming needs to know. This should be printed out or emailed directly to the participants in your group. You will receive an email containing a Participant Guide once your final payment is received.

If you still have questions, please call the Snoozeum hotline at (773) 753–3885, or email [snoozeuminfo@msichicago.org](mailto:snoozeuminfo@msichicago.org).

## This guide includes:

- [When, What, Where](#)
- [For a Fun, Safe Time \(Snoozeum Rules\)](#)
- [Payment and Cancellation Policies](#): a.k.a. “the fine print”
- [Group Leader Checklist](#): Use this to organize your process
- [Checking In](#): What to expect when you arrive
- [Snoozeum Participant Guide](#): What’s in the guide for individual participants
- [Frequently Asked Questions for Leaders](#)

## When, What, Where

The Snoozeum begins at 5:30 p.m. and ends at 9 a.m. the following day. Next-day entry is included in the Snoozeum.

You can experience the Museum at your own pace throughout the evening, with “Build-n-Play” activities and a scavenger hunt complementing our world-famous exhibits. A Program Map with times and activities will be handed out when you check in. (See a sample schedule in this guide.)

Parking in our underground garage is included in admission. Our garage entrance is a left at the second stoplight after exiting DuSable Lake Shore Drive at 57<sup>th</sup> Street. The Museum can also be reached by train or bus. For maps and directions, visit [msichicago.org/getting-here](https://msichicago.org/getting-here).

## Please note:

- The outdoor parking lot east of the Museum building is a metered lot administered by the Chicago Park District and is not recommended for parking for the Snoozeum.
- Griffin MSI is NOT on the Museum Campus near Soldier Field, but is five miles south on DuSable Lake Shore Drive at 57<sup>th</sup> Street.



# Group Leader Guide

## For a Fun and Safe Time

Please follow these rules when attending the Snoozeum:

- Snoozeum guests are expected to abide by MSI's Visitor Policies at [msichicago.org/visit-policies](https://msichicago.org/visit-policies) and COVID-19 health and safety protocols at [msichicago.org/prepare](https://msichicago.org/prepare). Please be sure to review the policies and protocols before the Snoozeum to get the latest updates.
- Adults must accompany children at all times (even to the restroom at night).
- Guests must wear shoes at all times when walking around the Museum (even at night). Think of it as camping without the actual outdoors.
- Don't unroll your sleeping items until bedtime. We don't want anyone to be walking on your belongings to see our exhibits.
- Don't set up your bed in front of marked exits or stairwells and leave a walkway between people. We don't want anyone being stepped on in the dark.
- Be respectful of other people and their belongings. Do not run or play on stairways, escalators or elevators. There will be plenty of ways to have fun.
- No food or drink is allowed overnight in exhibit areas. Alcohol is not permitted anywhere.
- Snoozeum guests may bring wagons for their gear, but it must remain parked at your sleep site.
- We ask you to observe quiet after midnight.
- Museum security officers patrol the premises all night. If you have any problems or an emergency, please contact a security officer or staff member.
- Should an emergency arise, you will be directed what to do by Museum staff and uniformed security personnel. Please follow their directions quickly and quietly.
- Clean up your sleeping area by 8:30 a.m. Cleaning crews will start going through areas to get the Museum ready to open for the public.
- All bags may be subject to security inspection. Please follow posted signage at the Museum (for example, designated smoking areas outside the Museum (not in our parking garage) and no concealed firearms inside the building).
- No weapons of any kind, including knives, pepper spray, and stun-guns/tasers are permitted inside the building.



# Group Leader Guide

- The Museum reserves the right to ask anyone to leave the Snoozeum -- without a refund and regardless of the hour -- who does not adhere to these rules or because of inappropriate behavior (for example, inappropriate sleeping locations, excessive noise, safety issues or any other disturbances).
- Please notify us at least two (2) weeks prior to the Snoozeum if members of your group have any special needs or accommodation requests. Refrigeration is available for medicine or special dietary needs. We are better able to accommodate your needs with advance notice.

## Payment and Cancellation Policies

- All reservations are first-come, first served. We reserve the right to limit the number of attendees.
- A 30 percent (30%) deposit (due two weeks after your request has been confirmed) is required.
- The total payment is due four weeks before the event.
- The Museum reserves the right to cancel the Snoozeum at any time.
- All additions or cancellations must be made by the group leader on file with the Museum.
- Cancellation of an entire group must be received no later than four (4) weeks before the event.
- Any cancellations received less than four (4) weeks before the event will only be entitled to a refund of 50 percent (50%) of the fee.
- No refunds will be given for cancellations received less than seven (7) days prior to the event, including the day of the event or after the event.
- No tickets are available at the door.



# Group Leader Guide

## Group Leader Checklist

Use this checklist to help you organize your planning for the Snoozeum.

- Send Griffin MSI your 30% deposit and signed Leader Contract within two weeks of your reservation being confirmed  
\* An invoice will be sent with your confirmation, along with a link to the Leader Contract online form.
- Send Griffin MSI your payment in full four weeks before the event
- Provide Griffin MSI with your roster of participants four weeks before the event  
\* Changes may be made to this roster at any time by contacting the Museum. An email will be sent to you with a link to the roster of participants.
- Notify Griffin MSI of any special needs or accommodation requests for your group  
\* Please notify us at least two weeks prior to the event. Some needs may be electricity all night for plugged-in devices such as CPAP machines or electric wheelchairs, refrigeration of medicines, or special sleeping areas. (We recommend that you bring battery powered devices)
- Email the ticket QR code to your group's participants
- Make sure each member of your group has completed a Participant Release Form  
\* These forms are completed online. If your group cannot complete them online, print a copy from the Participant Guide and email it to the Museum.
- Distribute the Participant Guide to group members  
\* This guide contains What to Bring, Overnight Rules, Check-in Procedures and Frequently Asked Questions. We will email you a copy of the Participant Guide that you can distribute to your group.



# Group Leader Guide

## Checking In

Check-in will be in the Museum's Entry Hall, off the underground parking garage. Everyone in your group does not need to check in at the same time. However, if you are arriving all together, a leader may check in the whole group.

To check in, each person will be asked to provide a ticket.

### **At check-in:**

- Please plan to show a digital or printed version of your Snoozeum ticket at check-in.
- Each participant will be given a color-coded wristband. The band's color indicates the time your group is assigned for a Giant Dome Theater film screening, snack, and breakfast.
- You will receive a sleeping area assignment. Our staff will then direct you to this area to leave your gear. Please leave your gear rolled up against the wall until lights go out so that everyone may walk freely in the exhibit areas. For safety, please do not change this assignment. If you have a problem with your sleeping assignment, please contact a staff member.
- You will receive a copy of the Program Map showing the location of activities and other information to help you enjoy your evening.
- If your group selected the Gold Tier, those t-shirts can be picked up by your Group Leader at the Snoozeum Info Table on Lower Level 1.

## Snoozeum Participant Guide

The Participant Guide will be emailed to you once you have paid in full. It includes:

- When, What, Where
- What to Bring
- What Not to Bring
- Checking In
- For a Fun, Safe Time (Snoozeum Rules)
- Sample Snoozeum Program Schedule
- Frequently Asked Questions
- Payment and Cancellation Policies
- Example Participant Agreement and Release Form



# Group Leader Guide

## Frequently Asked Questions for Leaders

Additional FAQ for individuals is available in the Snoozeum Participant Guide.

**Can I increase the number of my group?** Our Snoozeum events often reach capacity early, so your extra group members may have to be put on a waiting list. All groups confirm their rosters four weeks before the event, at this time some groups may drop their attendance numbers. As spaces open, we will contact you to see if you still need the extra group members added.

**What if participants cannot attend at the last minute due to illness or another emergency?** A Snoozeum ticket may be used by another person (adult or child). The child must be between the ages of 6 and 12. If you are not the group leader, please notify your leader. Group leaders should contact the Museum with the name of the person who is not attending and the name of the person who is now attending, so that your roster can be kept up to date. There are no refunds the week before the event, the day of the event or after the event.

**Does the entire group need to check in together?** If your group is arriving together, it is best to have the leader check in on the whole group. If group participants arrive separately, they may check in and enter the Museum if they have their tickets. Late arrivals are permitted.

**What if my group is arriving via bus?** The bus should drop off and pick up your group members at the Circle Drive on the north side of the Museum on 57th Street (NOT the Group Center). There are two kiosk entrances on the north lawn (marked "Main Entrance") that lead into the Entry Hall.

**Can I check in late?** Yes. After 8 p.m. you may check in at the Snoozeum Information Table.

**Can we leave the Snoozeum early and not spend the night?** Yes. If you need to leave at any point during the Snoozeum, just report back to the Entry Hall and let the guard at the base of the escalator know that you are leaving for the night. Depending on the time of the night/early morning, the guard will let security know to raise the garage gate so you and your party can depart.

**Will my scout troop earn a badge?** Snoozeum programming does not apply toward any scout badges. A Snoozeum patch is included in admission. These patches are available for the group leader to pick up at the Information Table until 11 p.m. A separate patch is available to those who complete the Scavenger Hunt.



## Group Leader Guide

**Is there a T-shirt available?** Snoozeum t-shirts are included in the Gold and Platinum Tiers. They may be available for purchase the night of the Snoozeum. They are available in adult and children's sizes. Check the program map to see when and where they are being sold.

**Will my Girl Scout group be sleeping in a "girls only" area?** The Snoozeum is a co-ed event. We cannot guarantee that your group will sleep in a girls-only area. If you have a specific concern, please contact us. We will do our best to accommodate you.

**Can we stay at MSI after the Snoozeum?** Yes! You are welcome to stay at the museum the day following the Snoozeum. As you exit the museum to put your bags in your car, pick up a re-entry ticket. Please remember: all Snoozeum perks end at 9:30 am. If you choose to stay past, then you will be required to pay the full price for parking.

### For More Information

#### Questions before the event date?

Call the Snoozeum hotline at (773) 753-3885 or email [snoozeuminfo@msichicago.org](mailto:snoozeuminfo@msichicago.org).

For a quicker answer on the day of the event (before 5 p.m.), calling is better.

#### Questions after 5 p.m. the day of the event or to reach someone at the event?

Call our security desk at (773) 753-2574.