



Student Field Trip Guide

2026 - 2027

PRE-ARRIVAL

Recommended	Optional
Comfortable walking shoes 	School spirit wear 
 Water bottles with lids	 Ponchos/umbrellas in case of rain
Seasonally appropriate garments 	Name tags 
 First aid kit	

Types of Group Member

Student: a bright young mind visiting Old Salem

Group Leader: an adult assigned to a group of students

Chaperone: accompanying adult, not assigned to a group of students

1-on-1: an adult assigned to an individual student who requires additional assistance

Group Sizes

Why are group sizes important?

- Requirements:** Old Salem requires a minimum of 1 adult per 12 students.
- Student Safety:** Maintaining a ratio of 12 students per 1 adult allows for increased oversight.
- Building capacity:** The buildings have differing capacity limits, accustomed to accommodate the stated group sizes.
- Tour efficiency:** Students grouped within requested group sizes can expect to move more easily throughout the buildings and district, minimizing possible wait time and increasing time to learn and explore!
- Complimentary tickets:** The number of complimentary tickets provided on your order represents our recommendation for your total number of groups.

Prior to your trip, please determine how your students will be split and assign Group Leaders.
This will ensure your check-in process and trip are smooth and simple.



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DAY OF ARRIVAL

Arrival Itinerary

1. Upon arrival, please remain on the bus, and one of our team members will come to greet you.
2. After you have been greeted, the contact teacher will step inside the Visitor's Center to check-in with the info stated below. All other group members may remain on the bus.
3. During this time, all adults on the invoice (complimentary and paid) will receive sticker tickets and maps.
4. Each map provided will contain a circled building – Group Leaders, please start there! Each group is assigned a different starting point to evenly distribute traffic throughout the district.
5. Once your school has checked in, students may be gathered from the bus, which will then be directed to the bus parking lot at the Visitor's Center.
6. Group Leaders will guide their assigned groups to their starting point, and between the buildings in the district!

BUS ENTRANCE	CAR ENTRANCE
899 S. Marshall St. Winston Salem, NC 27101	900 Old Salem Rd. Winston Salem, NC 27101

LUNCHTIME!



WHEN?

Whenever you think is best! Most schools take their lunch break at the same time they would at school.

WHERE?

There are several places available. We have a large volume of picnic tables behind the Visitor's Center, and can accommodate some areas inside the Visitor's Center in the event of inclement weather.

HOW?

Any coolers and lunchboxes may be left on the bus or stored inside the Visitor's Center in an area designated for your group.

(tip: Use the restrooms in the Visitor's Center before beginning your adventure!)

To ensure your check-in process is smooth and speedy, please have the following information ready to share with the Group Tours Coordinator on arrival:

Students present: _____

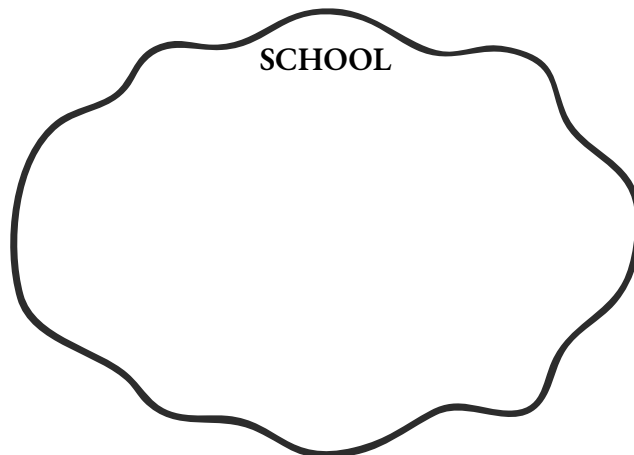
Students absent: _____

Total number of student groups: _____

Total 1-on-1 chaperones: _____

Lunch time: _____

Departure time: _____





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GUIDELINES FOR YOUR TRIP

Hours

Our historic buildings are open from 9:00 AM to 4:00 PM, and the Visitor's Center opens and begins checking groups in at 8:30 AM. The district is open until 4:00 PM, and your tickets are valid for the entire day!



Food and Beverage Policy

Open food and drinks are not permitted inside our historic buildings, and we ask that any water bottles carried during the trip have lids and remain closed while inside.



Backpacks and Bags

Teachers and chaperones are permitted to carry backpacks if needed, but we ask that all student attendees leave any bags, backpacks, and purses on the bus.



Photography

We request no flash photography or videography inside of our buildings, and out of respect for our educators please ask for permission prior to taking any pictures of them. However, please feel free to snap some pictures of the gardens, your students, or the exterior architecture!



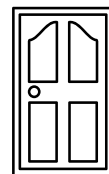
Gardens

There are lots of areas of the district where your students can get hands-on. However, our gardens are home to many heirloom plants, some of which are endangered! Please instruct students to keep hands to themselves when exploring our gardens.



Knocking/Private Residences

You may approach one of our historic buildings and find the door closed. One of our interpreters will open the door and welcome you momentarily! Please instruct your students not to knock on the doors, as it is disruptive for the group inside. Additionally, our district is home to many private residents who's doors are clearly marked.



Accessibility

Our sidewalks are original 18th century cobblestone and brick, which can make them uneven. There are 2-4 steps to enter each building, and some are multi-level with stairs. The Museum of Early Southern Decorative Arts (MESDA) is fully accessible. Please ask your Group Tours Coordinator for an Accessibility Map if needed!





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ADDITIONAL INFORMATION and FREQUENTLY ASKED QUESTIONS

Other Schools/Students: During the school year, you may anticipate touring with as many as 600 other students. Please ensure your students are aware of all safety precautions and understand the importance of following their Group Leader's directions.

Bus Parking: Buses will offload in the bus parking in front of the Visitor's Center, and then the buses will be directed to our back lot. Bus parking in front of the Visitor's Center is for drop off only, and the buses will not remain there for the duration of the trip unless instructed otherwise.

SHOPPING ADVISORY

Where can we shop?

You can shop in our Visitor's Center or in the Winkler Bakery. The first floor of the bakery has all of our baked goods, and the gift shop is located on the second floor.

How much money should students bring?

We recommend students planning to shop bring \$20-25. Please ensure students planning to shop are aware that there is a 7% sales tax included on all orders.

PLEASE ENSURE THAT ALL STUDENTS REMAIN IN THEIR STUDENT GROUP WHILE SHOPPING AND DO NOT LEAVE THE PREMISES ON THEIR OWN!

Questions

Answers

Q: Who should the complimentary tickets go to?	A: Complimentary tickets are intended for faculty first, and any additional may be distributed to other chaperones.
Q: Can parents tour with their child or be in their group?	A: Parents/guardians are welcome to tour with their child's group! Please keep in mind our buildings do not have high capacity limits, and surplus chaperones may be asked to wait to ensure students receive the best experience.
Q: How long does the tour take to complete?	A: We recommend allotting at least 2.5-3 hours for the full tour, but timing can be flexible based on time spent in each building and whether or not all buildings are visited.
Q: We have extra chaperones that want to come, but they were not on our reservation. Can they still come?	A: Any additional chaperones not on your original reservation are welcome to purchase a ticket online or at the Visitor's Center the morning of the trip.
Q: Are there restrooms in Old Salem?	A: There are 4 restrooms located in the district, marked on your map.

If there is any other information you need,
please reach out to the Group Tours
Coordinator!

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