



TO:

Chaperones ("Handlers")

FROM:

International Spy Museum HQ

BRIEFING:

Thank you for volunteering for this important mission to the International Spy Museum. As a chaperone, you play an essential role in ensuring that your group has a successful field trip to SPY. Before you report to HQ, we want to brief you on some intel that will be key for your mission.

IMPORTANT INTEL:

■ SURVEILLANCE:

Please stay with your students ("recruits") at all times during your visit to the Museum. You are each responsible for 10 recruits or less.

■ MISSING A RECRUIT:

Find a member of the SPY staff (*Security or Guest Services*) and provide them with the name and description of your missing recruit. Guest Services staff may be identified by a red polo and red SPY lanyard and Security will be dressed in all black.

■ IN CASE OF AN EMERGENCY:

Please follow Museum staff directions and report to the nearest exit. You will reunite with your group outside.

■ STUDENT WORKSHOPS:

Your group may be booked for a student workshop in addition to the Museum exhibits. If visiting the Museum first, please return to the Group Check-In Desk (*located in the lobby*) **5 minutes** before your workshop start time. Your group will then be escorted to the Learning Center.

IMPORTANT INTEL TO

REMINDE YOUR RECRUITS:

WHILE ON YOUR MISSION AT THE MUSEUM:

- Please note that eating, drinking (*except bottled water*), and gum is not allowed in the exhibits.
- No flash photography or videos. (*non-flash photography and posting #spymuseum is encouraged!*)
- Recruits must stay with their chaperone at all times.
- Recruits should remain stealthy during their visit and maintain low volume inside.
- We ask that recruits please be respectful of the exhibits, other visitors, and staff in the Museum – this includes not cutting the lines for interactives.
- Recruits and Handlers should explore the secret history of history, test their tradecraft skills, and NOT blow their cover!

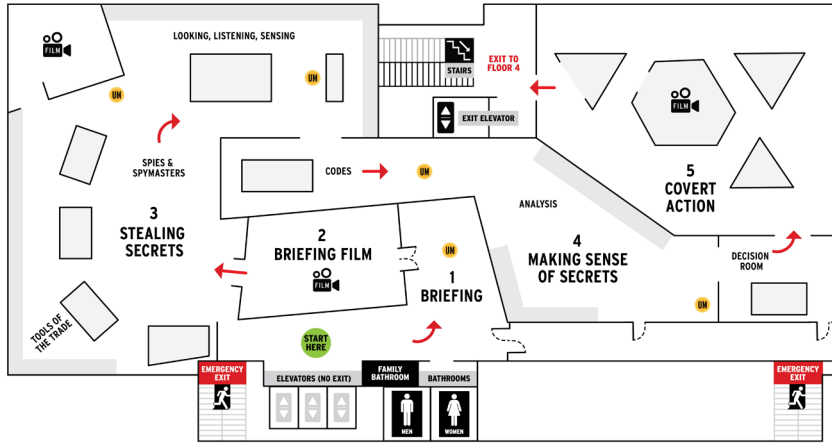










OPERATIONAL PLANNING:

Here is a map of the galleries you will be visiting and *Undercover Mission* station locations.

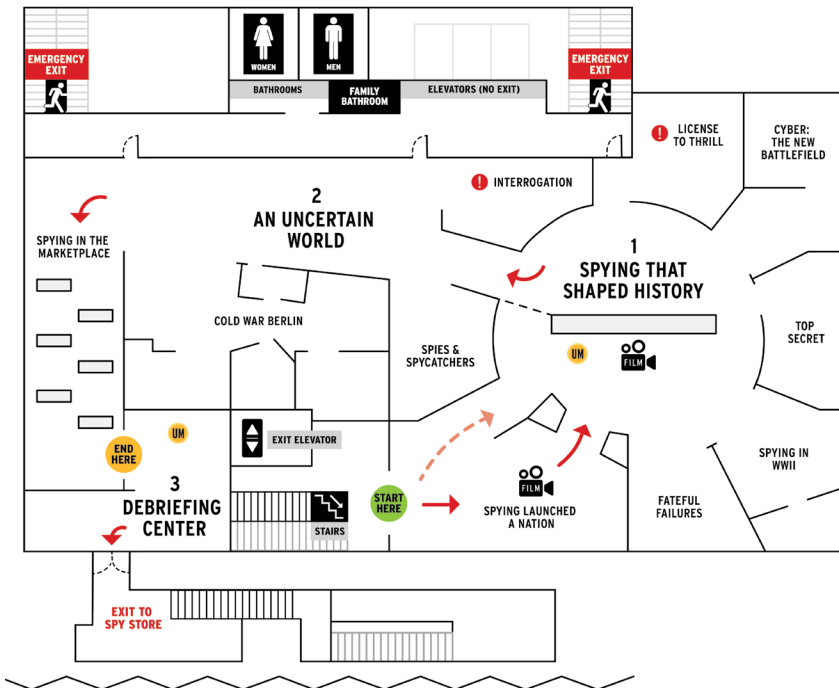
5th Floor



KEY

- Elevators 
- Stairs 
- Emergency Exit 
- Sensitive Content 
- Undercover Mission 
- Exhibit Structure 

4th Floor



UNDERCOVER MISSION

Undercover Mission is an optional experience that is included with Museum admission. Using cutting-edge technology to track your performance at interactives throughout the exhibits, *Undercover Mission* allows you to take on a cover identity and test your spy skills.

Scan the QR code for the digital Spy Guide.



MISSION SCHEDULE:

Arrival Time: _____

Departure Time: _____

OPERATIONAL NOTES:

