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

**MISSION MAP:**

**EXHIBITS START**

**EXHIBITS CONTINUE**

**MISSION SCHEDULE:**

Arrival Time: __________________________

Departure Time: ________________________

**OPERATIONAL NOTES:**

**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.