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!
OPERATIONAL PLANNING:

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

**KEY**

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

**OPERATIONAL NOTES:**

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:**

**5th Floor**

5th Floor Map with Undercover Mission station locations.

**4th Floor**

4th Floor Map with Undercover Mission station locations.