



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!

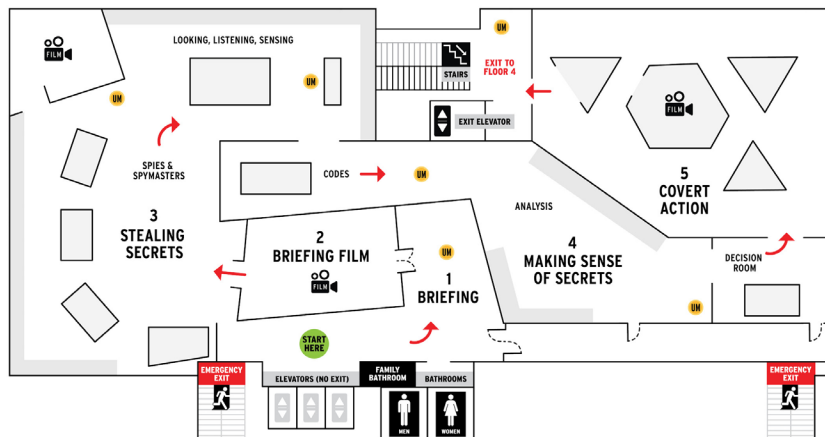




OPERATIONAL PLANNING:

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:

