

# Frequently Asked Questions

## **Who should make group tour reservations?**

- \*Groups of 15 or more need reservations to visit Springfield attractions
- \*Reservation requests will be 'approved' by a Visit Springfield staff member within 72 hours of submission
- \*Group reservations need to be submitted prior within 7 days of arrival.
- \*Requests submitted less than 7 days out should contact Visit Springfield at [GroupTours@Springfield.IL.Us](mailto:GroupTours@Springfield.IL.Us)

## **Cost of Trip:**

### Adult Groups:

- \*Group rate at the Abraham Lincoln Presidential Museum is \$7 pp, \$10 pp if including Lincoln: History to Hollywood Exhibit.
- \*The Old State Capitol & Lincoln's New Salem have a suggested donation of \$4 pp
- \*The Dana-Thomas House: A Frank Lloyd Wright Design has a suggested donation of \$10 pp
- \* Other sites with no admission fees welcome donations

### School/Youth:

- \*Accredited schools groups at the Abraham Lincoln Presidential Museum are free June-February, From March-May the charge is \$4 per student,
- \*There is no charge for chaperones in a 1:10 ratio, extra chaperones are \$12 per person
- \*All youth and non-accredited school groups pay group admission to the Abraham Lincoln Presidential Museum based on the total number of adults and students
- \*Other sites with no admission fees welcome donations

\*Billing questions for the Abraham Lincoln Presidential Museum please call 800-610-2094 or 217-558-8939

## **Chaperones:**

- \*School/Youth tours require 1 chaperone/teacher ratio per 10 students

## **Group Size:**

- \*Group size cannot exceed 60 people total including attendees, chaperones and tour managers
- \* It is vital that you update the number of attendees on your tour. Please login and update your attendance numbers within 7 days of your visit

## **When to Visit:**

- \*Peak season for student tours is mid September through October and mid March through May.
- \*For greater availability consider scheduling group tours outside of peak student tour season.

## **Schedule Change:**

- \*Login to make any changes to your schedule, including site and attendance changes as well as cancellations
- \*Any changes to your confirmed scheduled need to be made no later than 7 days prior to your visit
- \*Please note the Abraham Lincoln Presidential Museum does not offer refunds for group tours where payment has already been received

## **Day of Trip:**

- \*YOU MUST BRING YOUR CONFIRMATION WITH YOU THE DAY OF YOUR VISIT OR RISK NOT BEING ALLOWED ENTRY TO THE SITE**
- \*Please be prompt for all tour times as arriving late could cause you to forfeit your tour
- \*For safety reasons, chaperones MUST stay with their group of 10 at all times. Failure to do so may cause the group to forfeit tour
- \*Improper conduct may result in forfeiture of tour
- \*No food, drinks, gum or backpacks/large bags are allowed in the sites
- \*Cameras are allowed at all sites

**For current information see our website at  
[VisitSpringfieldIllinois.com](http://VisitSpringfieldIllinois.com)**