Arboretum Tours – Group Leader Checklist

Before your visit, please do the following to ensure a well-organized and successful tour:

_____ Organize transportation (the Arboretum does not order buses for groups)

_____ Divide participants into groups before arriving, up to 15 participants per naturalist, 8 if the participants are preschool age.

_____ For pre-K–12 groups, there must be at least one adult chaperone (teacher / leader / parent / guardian) per group. In the event of a medical emergency the chaperone must be prepared to care for the child/ren involved.

_____ Nametags are advisable as they help our guides give a more personalized tour.

_____ Check the clothing and trail manners guide for helpful information.

_____ Bring the tour fee on the day of your tour unless other arrangements have been made. Checks should be payable to UW–Madison Arboretum. Give the fee to the lead guide.

_____ Schedule time for a bathroom visit prior to your tour—there are no facilities on the trail. If you plan to use the restrooms at the Arboretum prior to your tour, please arrive early enough before the tour start time. Restrooms are located at the Arboretum Visitor Center.

_____ Arrive on time—we cannot extend the end time if you start late.

_____ Remind your group members to stay with their guides. The Arboretum is a large place and we do not want to lose anyone.