



## School Group Tour Guidelines

Bureau of Engraving and Printing  
Tour and Visitor Center  
9000 Blue Mound Road, Fort Worth, Texas 76131  
[www.bep.gov](http://www.bep.gov)

### Highlights

- One chaperone per six students ratio required
- Chaperone must accompany students at all times
- Review the prohibited items list
- Arrive early for security screening
- Develop and implement a plan for managing student behavior
- Report to the Information Desk upon arrival

### General Information

The Bureau of Engraving and Printing (BEP) requests that school group tours schedule their self-guided tours in advance by calling our tour scheduler at (817) 231-4000 or toll-free at (866) 865-1194.

Please request accessibility services at the time of your phone reservation, such as sign language interpretation, wheelchairs, and/or devices for the hearing or visually impaired.

BEP's Tour and Visitor Center is a secured facility. Groups are advised to arrive at least 30 minutes prior to the scheduled time to allow for security screening and transport to the Visitor Center from the Security Transfer Station Entrance.

### **REQUIRED: To assist the BEP in maintaining security, as well as a positive learning environment for all, the following items are mandatory:**

- Teachers, chaperones, and bus drivers must review these guidelines prior to arrival, and be aware of their responsibilities.
- Plan for the provision of one adult chaperone for every six students, and all students must be accompanied by a chaperone at all times, including during security screening and transport to and from the Transfer Station Entrance and the Visitor Center.
- Communicate behavior expectations to students prior to arriving at the facility, and devise a plan for managing student behaviors that deviate from the following:
  - Listen and follow instructions.
  - Use conversational voice levels inside the Visitor Center.
  - Walk at all times (no running or playing on the escalators).
  - Students are to remain with their assigned chaperone at all times.
  - All participants should be gentle with the self-guided audio tour wand, and chaperones are asked to monitor student usage of the device.
- **The following items are prohibited** and must be left on the school bus:
  - Cameras
  - Cell phones or any electronic devices
  - Weapons
  - Backpacks or book bags
  - Food and drinks, including water bottles

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- Upon arrival, enter BEP's Public Tour parking lot, and follow the *Bus Passenger Unloading* signage and park in front of the Transfer Station. After disembarking, the passengers should form a single line outside the Transfer Station Entrance while they are waiting to process through security.
- Once students have exited the bus, the bus driver may proceed to the designated bus parking spaces.

**ADVISED: To maximize your educational tour experience and prevent unexpected issues from arising, the following items are recommended:**

- Provide the chaperones with a list of their assigned students.
- Prepare nametags for all adults and students; student nametags should contain the student's full name, school name, and assigned chaperone's name.
- Enjoy our additional learning activities and attractions:
  - 15-minute Theater Movie
  - Two Floors of Interactive Exhibits and Displays
  - Treasury Hunt Game
  - Moneyfactory Gift Shop
- Assist students in learning opportunities by encouraging questions and discussing interactive exhibits.
- If originally requested, contact the tour scheduler at (817) 231-4000 or toll-free at (866) 865-1194 at least 24 hours prior to arrival to confirm sign language interpreters, assistive accessibility devices, and/or wheelchairs.
- Bring a hard copy of the tour reservation confirmation.
- Although there is not a place to eat lunch in the Visitor Center, there are fast food and full-service restaurants nearby.
- Visit our website at [www.bep.gov](http://www.bep.gov) for additional information about tours, the history of U.S. paper currency production, interesting facts, intriguing photos, and the latest news about the Bureau of Engraving and Printing.

**We look forward to your visit!**

**THE BUREAU OF ENGRAVING AND PRINTING RESERVES THE RIGHT TO CANCEL OR RESCHEDULE A TOUR IF THESE GUIDELINES ARE NOT MET.**

