

# PACKING LIST

## for your Overnight Experience

Treat this like an indoor camping experience with a few more creature comforts!



### Must-Haves:

- Sleeping bag, pillow, ground pad of some sort (you will be sleeping on either tile or unpadded, carpeted floors). You can bring a small cot if you choose.
- Flashlight to be used for the 3rd floor Flashlight Exploration. We do not provide flashlights.
- Toothbrush and toothpaste
- Comfortable clothes and shoes - dressing in short and long layers is recommended
- Washcloth, deodorant, and other essential bathroom products

### Optional Items:

- Air mattresses are allowed (electrical outlets are available on the Museum floors). Please refrain from bringing double, queen, or king size mattresses as space is limited. Large mattresses block walkways and emergency exits. You may be asked to move.
- Eye masks (not all lights can be turned off in some of the exhibits due to safety reasons) and ear plugs (groups next to you may be talking or snoring during the night).
- Exhibits may be cool or warm at night, so an extra blanket and/or warm layers are recommended
- Water bottles are allowed on the Museum floors overnight, but no other food or drink
- Money for soda machines and gift shop
- Additional group snacks (they must remain in the school lunch room on the ground level). No food or beverages are allowed on the exhibit floors at any time.
- iPods or music devices with headphones are allowed
- Camera to capture your overnight memories

### **ABSOLUTELY DO NOT BRING:**

- Food or beverages onto the exhibit floors (except water in closed containers)
- Any item that can cause any type of spark and/or fire (lighters, matches, candles, lanterns, etc.)
- Weapons of any kind, alcohol, tobacco, illegal substances, or anything that could be considered one or more of these objects—if it is in question, do not bring it!
- Electronic items without headphones (mini TVs, radios, etc.)—your group will not be alone, so please respect those around you

### Some things to keep in mind for group leaders and overnighters:

- Dinner is not provided. There is no cafe open on-site. Your group should eat dinner before arriving at the Museum. If someone in your group has a food allergy, bring your own snack and breakfast. We have a refrigerator to store these special food items.
- Please encourage the full attention on the part of your overnighters during safety orientations.
- When preparing for bedtime, make sure that everyone knows where the bathrooms are located and that they feel comfortable finding them on their own. Flashlights for every two people are encouraged. There are restrooms on every floor. Escalators are turned off after lights out for safety reasons. Elevators are on and working and may be used to access restrooms on other floors.
- Certain areas of the Museum are completely dark when the lights are out. Some lights remain on during the evening. We are not able to turn off all exhibit lights.
- Leaders will not be allowed to leave the Museum until each child from their group has been picked up.
- Adults: Make sure you have picture identification for yourself and all adults in your group in case of an emergency. We suggest you have emergency contact information for all individuals in your group as well.
- Please remember to review the group code of conduct with all group leaders.
- If there is an emergency during an overnight, the Museum 24-Hour Phone Number for Emergency Calls is our security dispatch office at 414-278-2708.
- Please charge cell phones in advance. Most outlets on the Museum floors turn off with the lights.
- If your group is celebrating a birthday or special occasion, you can bring food and store it in the school lunch room.



# Frequently Asked Questions About Overnights



## BASIC INFORMATION

### How do we register for the Overnight or find out more information?

Please fill out the [Overnight request form](#) online. You should have all guest information prior to filling out this form. Someone from the reservations department will contact you within 48 hours.

Registrations will be accepted up to two weeks prior to the program or until maximum capacity is reached. Please note: many Overnights sell out well in advance. Full payment is due at the time of registration.

Groups of ten or more will be required to pay a 50% non-refundable deposit upon request approval. In order to receive the group discount, book together under the same group name. Groups reducing their size after their final payment are responsible for finding replacements for those participants. Groups must maintain the ratio of one adult for every five children.

If you have questions, please call the reservations department at 414-278-2728 or 888-700-9069.

**Cancellation policy: All reservations are non-refundable and non-exchangeable unless the Museum cancels the Overnight due to enrollment requirements or weather. If the Museum needs to cancel, we can transfer your registration to another program date to offer a refund.**

### Are Overnights themed?

Yes, our Overnights are all themed. Please see the Overnights website to select a theme that interests your group or family.

### The age range for the majority of Overnights is 6-12 year olds and adults. Can I bring children outside of this range?

We receive numerous requests for people to bring children to the Overnights that are outside our designated age range of 6-12 years old. Due to programming reasons, we are unable to approve these requests. In order to be fair, we cannot make the exception for some groups while refusing it for others. Also, if we sell tickets to participants outside of the age range, it takes that availability away from our intended audience.

Children younger than six may be well-behaved and advanced learners, but the suggestion not to bring them to an Overnight has little to do with learning or behavior and everything to do with stamina and maturity.

### What will we be doing during the Overnight?

The evening will include educator-led activity stations, a self-guided flashlight exploration, and Dome Theater show. Two Museum staff members will spend the night in the elevator lobby of the floor you are sleeping on. Please refer to the sample schedule below.

### Sample Schedule

*Sample schedules are TENTATIVE and subject to change. You will receive a schedule when you check-in.*

#### Evening

- 6:00-7:30 p.m. Arrive, store gear, check-in, and explore the Museum
- 6-8 p.m. Educator-led activities on various exhibit floors
- 8-8:50 p.m. Self-guided flashlight exploration of 3rd floor
- 10 p.m. Mandatory safety orientation and retrieve gear afterwards
- 9 p.m. Dome Theater show followed by mandatory safety orientation and retrieve gear afterwards
- 10:15 p.m. Set up sleeping area (this is typically on the 2nd floor of the Museum-North American exhibits)
- 10:15-10:45 p.m. Get ready for bed
- 10:45 p.m. Lights out

## **Morning**

- |           |   |
|-----------|---|
| 7 a.m.    | Wake up, clear your sleeping area and bring gear downstairs   |
| 7:15 a.m. | Gear storage in your car or at the museum (see staff for assistance)  |
| 7:30 a.m. | Light breakfast   |
| 7:30 a.m. | Museum Marketplace opens  |
| 8 a.m.    | 1st floor of the Museum opens early for Overnight guests (your Overnight fee includes admission for Saturday. You are welcome to come back later in the day if you wish). |

## **How much of the Museum is available to explore?**

Activities may be limited to the floor and/or exhibits that complement your theme. You are always free to explore all three floors of the Museum during the evening and on Saturday.

## **What time is the MPM Public Overnight?**

Check-in begins at 6:00 pm. on Friday evening, and Overnights last until 8:00 a.m. the following Saturday morning.

## **RESERVATIONS**

### **I have attended an Overnight at MPM in the past. Do I need to fill out the registration request again?**

Yes.

### **What if someone from our group cancels?**

Your reservations are non-refundable and non-exchangeable. All participants must maintain a minimum 5:1 ratio of children to adults (adult/chaperone=21+). Groups reducing their size after their due date are responsible for finding replacements for those participants. If you have questions about these policies, please call 414-278-2728.

### **What if I need to add participants to my registration?**

As long as space is available, the Museum will accept additional registrants two weeks prior to the event. Please call the reservations department at 414-278-2728 to add participants. Payment must be received in full when you register new guests. No additional individuals may come to the event that evening unless they are already registered and payment in full has been received. We will add names to a waiting list if the overnight sells out. If members of your party are on the waiting list, we will notify you by telephone if space becomes available.

## **DIRECTIONS AND PARKING**

### **How do I get to the Museum?**

#### **From I-43 North (from Green Bay, Mequon)**

- Head SOUTHBOUND on I-43
- Take the HIGHLAND AVE exit ramp.
- Turn LEFT onto State St.
- Turn RIGHT on James Lovell St.
- Parking structure will be on your right.

#### **From I-94 heading East (from Madison, Waukesha)**

- Head EAST on I-94
- Go past exits for Green Bay and Chicago.
- Take EXIT 1H to merge onto N James Lovell Street/7th Street
- Veer LEFT on James Lovell St.
- Go NORTH 3 blocks.
- Parking structure will be on your left.

#### **From I-43 South (from Illinois, Kenosha)**

- Head NORTH on I-94/I-43
- Take exit 72A toward Michigan St./10th St.
- Continue straight on 10th street.
- Turn RIGHT onto Wells St.
- Turn LEFT onto James Lovell St.
- Parking structure will be on your left.

You can search online for a map and to get directions to the Museum from your location. Just search for "800 West Wells Street, Milwaukee, WI, 53233." The Museum is at the intersection of Wells and James Lovell streets (formerly 7th Street).

## **Where do we park?**

Parking is available in MacArthur Square, 841 N. James Lovell Street, adjacent to the Museum building. The overnight parking fee for 9-24 hours is \$14.00. Members always pay \$5.00—simply show your MPM member ID at check-in to get your parking ticket stamped. Please consult the Park Milwaukee website for more information about parking in the area.

Parking should be paid Saturday morning at the parking kiosk located across from the pedestrian cross walk from the Museum entrance in the MacArthur Square parking lot. The machine accepts credit cards and cash. There may be no attendant on duty during the early morning hours.

Click on the link for more information about MacArthur Square parking: [www.parkmilwaukee.com/facilities/17-macarthur-square](http://www.parkmilwaukee.com/facilities/17-macarthur-square)

If arriving by bus, your bus driver needs to arrange a location to park overnight prior to your arrival at the Museum. Buses cannot park within the vicinity of the Museum. Buses must park off-site overnight and bus drivers must arrange for transportation back to the Museum if they intend to stay overnight with the group at the Museum. Drivers must pay to sleep over at the Museum and be registered as part of your group. The closest location to park a bus overnight is at the Wisconsin Center. Please call 414-908-6108 or 414-908-6165 prior to the Overnight to arrange bus parking through the center.

## **ARRIVAL**

### **What door should we enter when we arrive?**

The MacArthur Square parking garage door to the Museum is unlocked until 7:30 p.m. The James Lovell Street entrance will be open until 9 p.m. After 9 p.m., the building is secured.

### **When does check-in end?**

It ends at approximately 7:30 p.m. We recommend arriving before then so you can get settled in and participate in the educator-led activities offered starting at 6 p.m.

### **Can we still get into the building if we are going to be late or picking up a child early in the morning?**

If someone in your party plans on arriving later than 7:45 p.m. or a parent/guardian needs to pick a child up early in the morning (anytime before 6:30 a.m.), notify a Museum staff member when you check-in your group. We will show you the location where you are permitted to meet the members of your party who are arriving late or who are picking up children. The building is secured after 9 p.m. Please direct anyone arriving past 9 p.m. to park on the street or in MacArthur Square parking garage. Have them walk to the Museum Employee Entrance at 827 James Lovell Street/7th Street. They can enter the gray door next to the two loading dock doors. Overnight guest adults must meet the member of your group at this location when they arrive.

Parents who are picking children up in the morning can drive directly to 827 James Lovell Street. However, they are not allowed to park their cars here; it is only for loading and unloading. [Here](#) is a link to Google map link for this location.

## **FOOD**

### **Will dinner be provided at MPM?**

No, we do not serve dinner during the Overnight. Please arrange to eat dinner before arriving at the Museum. The Museum Café is not open the evening of the Overnight and the only restaurants available are off-site. We do have vending machines on-site.

The following nearby businesses deliver and offer online ordering:

Jimmy Johns: 414-344-1234

Domino's Pizza: 414-271-8990

Cousins Subs: 414-224-6050

A Subway restaurant is two blocks south of the Museum, at 641 N. James Lovell Street: 414-273-1677

### **Can we bring food and/or beverages into the Museum?**

Additional food and/or beverages must remain in the school lunch room in order to protect the exhibitions and artifacts. Food is not allowed in the Museum exhibits on floors 1 through 3. This includes coffee and carbonated beverages. If your group wants to bring bottled water up to the exhibit floor, that is allowed.

If you would like to bring something special for a celebration like a birthday, please follow the same rules. The school lunch room is not secured by Museum staff and we recommend labeling your items.

**We are celebrating a special occasion during the Overnight (e.g. a birthday),  
what can be done to accommodate our group?**

You are welcome to bring special treats. We suggest storing them in the school lunchroom (room temperature accommodations) and labeling them with your group/family name. The school lunchroom is not secured by Museum staff. We do not host a separate birthday party program in conjunction with Overnights.

**What will be served for breakfast?**

The morning breakfast consists of cereal, coffee, fruit, milk, and juice. If anyone in your group has any dietary concerns or allergies, please have them bring their own food. Cold items will be stored in the refrigerator for you if you have an allergy to what is being served by us.

**Is the coffee kiosk open in the morning?**

Yes, it opens at 7:30 a.m. It offers pastries, espresso drinks, tea, etc.

## SLEEPING ARRANGEMENTS

**Where do we sleep?**

You will sleep on the 2nd floor of the Museum. Sleeping locations within the exhibits are determined by group size. There is absolutely no bargaining or trading your assigned area with another individual or group. Areas were chosen for a number of reasons and changing your sleeping assignment could compromise the safety of your group as well as the safety of those around you.

**What can we bring for our sleeping arrangements?**

We recommend you treat the Overnight like an indoor campout. Air mattresses are allowed. Please refrain from bringing king, queen, or double size mattresses, as large air mattresses block walkways and emergency exits. Twin mattresses can be more flexibly moved around in an exhibit area and allow for traffic flow for guests. However, if your family/group only owns larger size mattresses, we will make an exception and you will be responsible for making it/them fit in your assigned area. Cots and sleeping pads are recommended. Tents are strictly prohibited for safety reasons. Visitors will be asked to dismantle them. Not all sleeping areas are carpeted and if carpeted, they are not padded.

Other suggested items to bring are: sleeping bags, pillows, toothbrushes, a flashlight, comfortable sleeping clothes, and slippers.

**What if a member of my group needs electricity for a medical device?**

Electrical outlets are dispersed throughout the exhibit floors to blow up your air mattress pumps before the 10:45 p.m. bedtime. All outlets but one are inactive once we turn the lights out. If you or a member of your group have a medical device that needs a plug (e.g. CPAP machine), please note this specifically on your request form and we will make arrangements for you to be setup near the one outlet that stays on overnight. We need to know this at least a month ahead of time since there is only one outlet on the floor that functions when the lights are turned off. We highly recommend bringing an extension cord if you do require the use of the active electrical outlet.

**Does the Museum get cold?**

Temperatures are usually moderate and comfortable; however there is no telling how you and your Overnights will react. We suggest bringing short and long layers of clothing to keep your group as comfortable as possible. We cannot control the temperature of the building and it fluctuates throughout the year.

**Is it very dark after the lights are turned off?**

We do our best to turn off unnecessary lights. Some lights will remain on for the duration of the night. If you or anyone in your group will require complete darkness to sleep comfortably, consider bringing an eye mask.

**How many people will be spending the night?**

The total number of guests for a public Overnight ranges between 75 and 180 individuals.

## **SAFETY**

- Eat only in designated areas; do not bring food or drinks into the exhibitions.
- Keep your shoes on (except while sleeping).
- Use walking feet (no running).
- Children and their chaperones must stay together at all times.
- Respect your fellow Overnight guests and their belongings.
- When you reach your sleep area and you start laying your gear out, please make sure that you are not blocking the aisles/walk ways or any doors. Walkways need to be kept clear for safety reasons.
- Adults: Make sure you have picture identification for yourself and all adults in your group in case of an emergency. We suggest you have emergency contact information for all individuals in your group as well.
- Please remember to review the group code of conduct with all group leaders.
- If there is an emergency during an overnight, the Museum 24-Hour Phone Number for Emergency Calls is our security dispatch office at 414-278-2708 or dial 911.
- Please encourage the full attention on the part of your Overnights during safety orientations.
- Museum staff will walk through the sleeping spots before lights out and point to the quickest way to get to the nearest emergency exit.
- Leaders will not be allowed to leave the Museum until each child from their group has been picked up.
- ILLNESS/INJURY: If a child or adult becomes ill or is injured, the contact on your roster will be notified. No oral medicines will be administered except by the child's chaperone, if necessary. A basic first aid kit will be available. For any matter involving medical treatment or otherwise, the Milwaukee Public Museum disallows all responsibility for the cost of this or any other medical treatment.

## **DEPARTURE**

### **Can we leave early from an Overnight?**

Yes, guests can leave early. Please find a staff person if you need to leave early as doors are alarmed, and they can direct you to the appropriate exit. Occasionally, groups/families decide to not spend the evening. They can follow the same procedures listed above.

### **Can we stay longer than 9 a.m. in the morning?**

Absolutely. You will be provided with wristbands for Saturday admission, so you can explore the Museum. Your gear can be stored in the coat check areas and/or you can take your equipment to your car after 7:15 a.m.

## **SOUVENIRS**

### **When is the Museum marketplace open to Overnight guests?**

We open at 7:30 a.m. on Saturday morning. Overnight t-shirts and Museum souvenirs are available to extend your experience!

**To ask general overnight questions not answered above, please call  
the reservations department at 414-278-2728 or 888-700-9069.**

**If you have already called the number above and have specific questions that could not be answered  
by the reservations department, please e-mail [overnights@mpm.edu](mailto:overnights@mpm.edu).**

