

Before You Book: A Guide to the Culture CaraVan Programs

Scheduling

The Culture CaraVan is available throughout the calendar year, Monday through Friday. The program's availability is continually updated on our public calendar, accessed at bit.ly/caravanhma. Any date marked "busy" on the calendar is unavailable.

We can book up to two sessions of one program at one location per day. Sessions are scheduled for two hours, with one hour needed each for set-up, clean-up and resetting between sessions. We can shorten some programs to accommodate scheduling needs.

For example, you could request two sessions on one day of "Native People of the Arctic," with session one from 10 am to 12 pm and session two from 1 pm to 3 pm. Our educator would start setting up at 9 am and finish cleaning up by 4 pm. You could also submit an additional request form for one session of "Native People of the Plains" for the next day, from 10 am to 12 pm. Our educator would start setting up at 9 am and finish cleaning up by 1 pm.

To book a program, submit a request form online at bit.ly/caravanrequest **at least three weeks in advance** of your desired date. Museums staff will reply via email 3-5 business days after the request form is submitted.

Group Size

We can accommodate **up to 30 participants per session** and two sessions per day. For groups larger than 60 people, you will need to schedule sessions for multiple days.

We prepare our programs based on the number of expected participants. If that number changes after booking, email Haffenreffer_Programs@brown.edu.

Program Fee

Culture CaraVan sessions cost **\$6 per participant** or a **minimum of \$150 per session**. A gas fee of \$15 per ten miles may be charged for sites located more than 40 miles from the Museum's Collections and Research Center in Bristol, RI.

The program fee must be submitted via check to our educator on the date(s) of your Culture CaraVan session(s) or mailed to **300 Tower Street, Bristol RI 02809** by your scheduled date(s). Checks can be made to the Haffenreffer Museum.

Program Setup

Our programs run smoothly in a room either on the first floor or accessible via elevator with **two tables**, an **electrical outlet**, and either a **projector screen or a smart board**. If you request two sessions on the same day, we appreciate holding both sessions in the same room.

Our educator will also need a place to unload/load and park the Museum's van.

Chaperones

For groups including participants younger than 18 years old, **we require an adult chaperone** (teacher, camp counselor, administrative staff, parent, etc.) in the room at all times. We ask chaperones to assist the Museum's educator with classroom management, as needed.

Classroom Expectations

Our programs feature hands-on experiences with objects from the Museum's collection. Participants should be prepared to **handle objects gently**, and refrain from eating and drinking during the program.

We ask chaperones and program participants to **respectfully engage** with these objects and the cultures they represent. The Culture CaraVan celebrates cultural differences, welcomes thoughtful dialogue, and encourages considerate behavior. We ask for all participants to co-create a respectful learning environment with the Museum's educator.

Cancellations

If you need to cancel your booking for any reason, **call both 401-863-5703 and 401-624-4653**, leaving a detailed message with a call back number. Museum staff will work with you to reschedule any cancelled programs, if possible.

The Museum charges a **\$50 cancellation fee**, except for emergencies or weather-related issues.

Accessibility

Please inform us of any needs your group may have. We are committed to offering programs that are accessible to all.

More Information

Reach out to Haffenreffer_Programs@brown.edu or 401-863-5700 with any other questions. You can also find more information about the Culture CaraVan at brown.edu/go/culturecaravan.