

Tour Day Guidelines

The following guidelines should be followed on the day of your tour:

- To avoid any confusion, please present your confirmation sheet at each site your group tours.
- All sites require that a chaperone accompany children through each site. There should be 1 chaperone for every 10 students.
- For safety reasons, all sites require a chaperone accompany children to the restrooms.
- Any bus not attended by the driver should be shut off and locked.
- Cameras are allowed at all sites scheduled by our office.
- Backpacks and electronics ie.: iPods, electronic games, mp3 players ect. should be left on the bus, with a chaperone or the driver.
- Illinois State Capitol Tour Information:
Please be advised when touring the Illinois State Capitol Building the following security procedures will be in place.
 - * Tour group leaders must check in with the Security Guard upon arriving at the Capitol Building.
 - * All adults must have a photo identification and must sign in.
 - * Persons unable to provide required identification will be prohibited from entering the building.
No exceptions!
 - * Students must be accompanied by an adult.
 - * Bags will be subject to search and backpacks are discouraged.
 - * Metal detectors may be used.
 - * Pocket knives will be confiscated.

Please allow extra time for this process to eliminate being late for your tour.
We hope your visit to our great Capitol Building will be memorable and pleasant.
Thank you for you cooperation, Secretary of State office.
- No food, gum or drinks allowed in the sites.
- While we do not discourage outside appointments made on an individual basis, please keep in mind that any delays in your confirmed site schedule could result in forfeiting your site tour.
- Please notify the Springfield Convention and Visitors Bureau any time there is a change in the number of people in your group. Since all site tours are based on the certain number of people per tour (and the number varies by site), it is vital the we know ahead of time exactly how many people will be in your group.
- Hospital phone numbers are as follows
 - St. Johns Hospital (217) 544-6464
 - Memorial Medical Center (217)788-3000
 - In an emergency, simply dial 9-1-1