



# Springfield, Illinois 2009-2010 School Year

## Student/Youth Group Reservation Form

**Don't miss out  
Book now for the  
2009-2010  
School Year!!**



**Springfield Illinois  
Convention & Visitors Bureau**

109 N. Seventh Street  
Springfield, Illinois 62701

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**Forward to Principal  
if addressee is unavailable**

### **Lunch Plans?**

Springfield offers several options for school group lunches. Many local restaurants are equipped to handle large groups with advance notice. Or, if you're looking for good areas to picnic, here are some of the options available.

*New Salem State Historic Site  
Picnic tables at park or restaurant*

*Lincoln Souvenir & Gift Shop (near Lincoln's Tomb)  
Picnic tables located in rear*

*Capitol Complex Visitors Center  
Picnic tables located outside*

*Local Parks (no bus parking allowed in city  
parks, drop off & pick-up only)*

*Presidential Museum Union Station Park (near Presidential Museum) - first come, first serve  
Cafe located indoors; see website [www.alplm.org](http://www.alplm.org) or call 800-610-2094 for more info.  
Sorry, no sack lunches allowed in museum.*

For information on restaurants, catered meals or picnic areas, contact the Springfield Convention & Visitors Bureau at 800-545-7300, or check out our webpage @ [www.visit-springfieldillinois.com](http://www.visit-springfieldillinois.com).



## Springfield, Illinois 2009-2010 School Year Student Group Reservation Form Student Overnights . . . At Great Rates!

With an overnight stay, you and your group can use the extra day to visit more sites at a leisurely pace. Look below for special hotel offers that will keep your cost per student at an economical, affordable rate and enhance your Springfield visit. Just give them a call. Any of these Springfield hotels will be happy to work with your group to put together a package that's right for you.

- *All rates: 1 - 4 persons per room. Unless otherwise noted.*
- *Rates listed do not include tax.*
- *Contact the hotel/motel of your choice directly for reservations and rate confirmation.*
- *Advance reservations are based on availability.*
- *Rates were current at time of publication, August 2009.*
- *All hotels located within 15 minutes of local Lincoln sites.*
- *Comp. bus parking.*
- *Prices are effective until October 31, 2010.*

### Baymont Inn & Suites

5871 S. Sixth, Frontage Rd. East, Toronto Rd Exit 90  
Indoor pool/spa, fitness center, comp. continental breakfast, 100% smoke free hotel, microwave/refrigerator in all rooms.  
Close to many restaurants.

**Student Honors Package:** \$69.99 Offering rooms w/ 2 double beds, king size bed, adjoining available, one comp. room w/ 13 paid rooms, two comp. rooms w/ 20 paid rooms, drivers stay at 1/2 price, includes comp. hospitality room.

**217/529-6655 [www.baymontinns.com](http://www.baymontinns.com)**

### Comfort Inn

3442 Freedom Dr.  
Indoor pool/whirlpool, expanded continental breakfast. Walking distance to restaurants, shopping and movie theatre. Only 1 mile from water park.

**Student Package:** \$85 One comp. room for escort w/ 20 paid rooms, 1/2 price room for driver.

**217/787-2250 [www.choicehotels.com/hotel/il083](http://www.choicehotels.com/hotel/il083)**

### Comfort Suites

2620 S. Dirksen Pkwy.  
Includes comp. extended continental breakfast, microwaves/refrigerators and 100% smoke free hotel.

**Group Rate:** \$99 One comp. room for escort w/ 20 paid rooms.

**217/753-4000 [www.choicehotels.com](http://www.choicehotels.com)**

### Crowne Plaza

3000 Dirksen Pkwy.  
Includes full service hotel, heated indoor pool, refrigerators and Starbucks. Close to historical sites and fun parks. Shopping, restaurants, and a movie theatre within walking distance.  
Lifeguard/security upon request.

**The Student Experience:** \$109 One comp. room for escort w/ minimum of 25 paid rooms.

**217/529-7777 [www.cpspringfield.crowneplaza.com](http://www.cpspringfield.crowneplaza.com)**

### Days Inn

3000 Stevenson Dr.  
Outdoor pool and corridors, deluxe continental breakfast, picnic area, catering/hospitality rooms available. Restaurants within walking distance.

**School Days Package:** \$65 Comp. escort room w/ 15 or more paid rooms.

**217/529-0171 [www.daysinnspringfieldil.com](http://www.daysinnspringfieldil.com)**

### Drury Inn & Suites

3180 S. Dirksen Pkwy.  
Includes comp. hot breakfast, evening beverages/snacks, high speed internet, long distance, indoor pool/hot tub, microwaves/refrigerators, cable with HBO, fitness center and guest pantry.

**Group Rate:** \$98

**217/529-3900 [www.druryhotels.com](http://www.druryhotels.com)**

### Fairfield Inn

3446 Freedom Dr.  
Smoke free hotel. Includes indoor pool/whirlpool, comp. continental breakfast and wireless internet. Close to shopping, restaurants, movie theatres and water park.

**Student Package:** \$90 One comp. room for escort w/ 20 paid rooms, 1/2 price for bus driver.

**217/793-9277 [www.marriott.com/spifi](http://www.marriott.com/spifi)**

### Hampton Inn

3185 S. Dirksen Pkwy.  
Comp. hot deluxe breakfast, indoor pool. Shopping, restaurants and movie theatre within walking distance. Lifeguard/security upon request.

**Student Package:** \$99 1/2 price for bus driver.

**217/529-1100 [www.hamptoninn.com](http://www.hamptoninn.com)**

### Hampton Inn & Suites

2300 Chuckwagon Dr.  
Comp. hot deluxe breakfast, indoor pool and refrigerator/microwave in rooms. Close to shopping, restaurants and water park.  
Lifeguard/security upon request.

**Student Package:** \$99 1/2 price for bus driver.

**217/793-7670 [www.hamptoninn.com](http://www.hamptoninn.com)**

### Hilton Garden Inn

3100 S. Dirksen Pkwy.  
Restaurant, heated indoor pool, refrigerator/microwave, flat screen HDTV, comp. wireless internet and parking. Customized catering and meeting space. Shopping, restaurants, movie theatre within walking distance. Security upon request.

**HGI Education Expedition:** \$92 Comp. room with 20 paid rooms and 1/2 price room for driver.

**Breakfast Package:** \$104 Includes above plus a full, hot breakfast buffet.

**217/529-7171 [www.springfieldil.gardeninn.com](http://www.springfieldil.gardeninn.com)**

### **Hilton Springfield**

700 E. Adams St. (Downtown)

Full service hotel, indoor pool, Bennigan's Grill, Starbucks, HD TV and 24 hour security.

**Student Package:** \$89 Comp. room for escort w/ 15 paid rooms.  
**217/789-1530 [www.springfieldil.hilton.com](http://www.springfieldil.hilton.com)**

### **Holiday Inn Express**

3050 S. Dirksen Pkwy.

Comp. full breakfast, heated indoor pool. Close to historical sites and fun park. Shopping, restaurants, and movie theater within walking distance. Lifeguard/security upon request.

**Student Package:** \$89 Comp. room w/ 15 paid rooms.  
**217/529-7771 [www.hiexpress.com](http://www.hiexpress.com)**

### **Homestyle Inn & Suites**

500 N. 1st St.

Outdoor pool, microwave/refrigerator. Walking distance to Lincoln sites. Comp. continental breakfast, parking, WIFI internet and 24 hour front desk service.

**Student Package:** \$79 Comp. room or hospitality w/ 15 paid rooms.  
**Pizza Party Package:** \$89 Includes a guest room, pizza and soda.  
**217/522-1100 [www.homestyleinns.com](http://www.homestyleinns.com)**

### **Howard Johnson Inn & Suites**

1701 J. David Jones Pkwy.

Outdoor pool and corridors, comp. continental breakfast. Close to the fairgrounds and Lincolns Tomb, 2 miles from downtown.

**Student Package:** \$64 One comp. 2 queen bed room for every 15 paid rooms.  
**Student Package #2:** \$84 One comp. king suite room for every 15 paid rooms.  
**217/541-8762 [www.howardjohnson.com](http://www.howardjohnson.com)**

### **Microtel Inn & Suites**

2636 Sunrise Dr.

Comp. continental breakfast, indoor pool and an available hospitality room. Near restaurants and movie theater.

**Student Package:** \$74 Comp. room for escort w/ 15 paid rooms.  
**217/753-2636 [www.microtelinn.com](http://www.microtelinn.com)**

### **Northfield Inn & Suites**

3280 Northfield Dr.

Comp. extended continental breakfast, indoor pool, fitness center, comp. parking. 10 minutes from Lincoln sites, walking distance to fun park and many nearby restaurants.

**Student Package:** \$79 1/2 price room for driver w/15 paid rooms.  
**Pizza Package:** \$99 Includes guest room, pizza and soda with private room.  
**217/523-7900 [www.northfieldinn.com](http://www.northfieldinn.com)**

### **President Abraham Lincoln Hotel & Conference Center**

701 E. Adams St. (Downtown)

Full service hotel, indoor pool, restaurant, 24 hour security. Closest hotel to the Presidential Museum. Shopping, restaurants and attractions within walking distance.

**Student Package:** \$85 Comp. room for escort w/ a minimum of 15 paid rooms.  
**217/544-8800 [www.palhacc.com](http://www.palhacc.com)**

### **Ramada Springfield North**

3281 Northfield Dr.

10 minutes to Lincoln sites, comp. deluxe continental breakfast, indoor pool, refrigerators/microwaves in all rooms, comp. wireless internet. Near fun park, bowling alley, shopping and restaurants.

**Student Package:** \$79 Comp. room or hospitality room w/15 paid rooms.  
**Pizza Party Package:** \$94 Includes guest room, pizza, soda, and hospitality room.  
**217/492-5561 [www.springfieldramada.com](http://www.springfieldramada.com)**

### **Ramada Limited South**

5970 S. 6th St.

Indoor pool, comp. continental breakfast and wireless internet. Close to many restaurants.

**Student Package:** \$64.99 One comp. room w/10 paid rooms.  
**217/529-1410 [www.ramada.com](http://www.ramada.com)**

### **Route 66 Hotel & Conference Center**

625 E. St. Joseph

Located on Historic Route 66. Full service hotel, outdoor pool w/ tent and picnic tables. Southwind Park and water park within 1 mile.

**School/Youth Group Jamboree:** \$80 One comp. room w/15 paid rooms. One free \$5.00 game card, per person, to Kicks Family Entertainment Center.  
**217/529-6626 [www.rt66hotel.com](http://www.rt66hotel.com)**

### **Sleep Inn**

3470 Freedom Dr.

Comp. continental breakfast. Walking distance to restaurants, shopping and movie theater.

**Student Package:** \$75 comp. room for escort w/ 15 paid rooms.  
**217/787-6200 [www.choicehotels/hotel/ih133](http://www.choicehotels/hotel/ih133)**

### **Stevenson Inn**

2860 Stevenson Dr.

Outdoor corridors, comp. continental breakfast and wireless internet. Restaurants in walking distance. Shopping, movie theater and bowling alley nearby.

**Student Package:** \$55  
**217/585-4002**

### **Super 8 Motel (East)**

1330 S. Dirksen Pkwy.

Comp. wireless internet and continental breakfast. Near many restaurants and close to historical sites.

**Student Package:** \$65 Comp. room w/ 15 paid rooms.  
**217/528-8889 [www.super8.com](http://www.super8.com)**

### **The State House Inn- A Clarion Collection**

101 E. Adams St.

Comp. full hot breakfast buffet and parking. Within walking distance of the Lincoln sites and restaurants.

**Student Package:** \$87 Comp. room for escort w/ 15 paid rooms. Discount tickets available to Knights Action Park & Caribbean Water Adventure.  
**217/528-5100 [www.thestatehouseinn.com](http://www.thestatehouseinn.com)**

### **Travelodge**

3751 S. 6th St.

Indoor/outdoor corridors, outdoor pool, all guest will receive 10% off breakfast from on-site restaurant.

**Group Rate:** \$57.99  
**217/529-5511 [www.travelodge.com](http://www.travelodge.com)**

## Frequently Asked Questions

*Groups of 3 or more buses are encouraged to split up the days they visit, in order to increase the chance of getting into the Presidential Museum. Failure to do so may result in your group having unequal times at each site; with the possibility that the entire group will have split schedules, such as some of your groups going to New Salem while the others are in town. Finally, groups with 3 or more buses may not get to visit all the sites requested due to very limited time slots available.*

### Scheduling:

- \*Groups of 15 or more are required to have a schedule from the SCVB
- \*Done on a first-come, first serve basis
- \*Processed according to season (fall/winter, spring/summer) ie: Spring of '10 requests submitted the previous year may not be processed until the Fall '09 requests are completed
- \*Allow several (approx. 10 weeks) to receive a confirmation

### Cost of Trip:

- \***No fee for school groups scheduled through the SCVB with advance notice**
- \*Presidential Museum comps. 1:10 CHAPERONE/TEACHER RATIO per student
- \*Youth and non-school groups require group admission to the Presidential Museum
- \*Billing questions for the Presidential Museum call (800) 610-2094 or visit [www.Presidentlincoln.org](http://www.Presidentlincoln.org) or [www.visitspringfieldillinois.com](http://www.visitspringfieldillinois.com) (Group Tours)

### Chaperones:

- \*1:10 chaperone/teacher ratio per student
- \***Keeping chaperones to the 1:10 ratio will increase chances of group entry**

### Group Size:

- \*Average size is 57-60 people per bus or coach
- \*All site tours are based on a maximum number of people per tour, it is VITAL that we know ahead of time exactly how many people will be in your group
- \***If there is a change in the number of children or adults please send us a copy of the confirmation with the correct numbers, via fax (217) 544-8711 or US Mail.**

### When to Visit:

- \***Planning your visit November-March is best as sites are less busy and some may offer special programs.**
- \*Thursdays and Fridays in October and March-May are extremely busy
- \*You may still request tours during this time; however please be aware your choice dates and sites may not be available
- \***Presidential Museum only requests are encouraged on Mondays and Tuesdays**

### When requests are accepted:

- \*March-May requests will only be accepted postmarked June 1st of the previous year or after
- \*Fall requests are accepted postmarked January 1st of that year or after
- \*Access our website to download a School/Youth Group Reservation Request Form
- \*All requests received prior to the above dates will be returned

### Short Notice Request:

- \*It may not be possible to process request, with less than 30 days notice. Please keep this in mind when submitting

### Schedule Change:

- \*In writing on school letterhead and signed by the tour coordinator
- \*Either sent in by fax (217)544-8711 or US Mail
- \*Done in order received
- \*Multiple schedule changes may not be possible depending on the time of year

### Day of Trip:

- \*Chaperones MUST stay with their group of 10 at all times. Failure to do so may cause the group to forfeit tour
- \*Improper conduct may result in forfeiting tour
- \*Please be prompt for all tour times

Please check out our website the week before your visit for current information  
@ [www.visitspringfieldillinois.com](http://www.visitspringfieldillinois.com) –Group Tour- School/Youth

## Site Tours

All hours listed were current at the time of printing, however please check our website [www.visitspringfieldillinois.com](http://www.visitspringfieldillinois.com) for up to date information regarding each site. If the site selected is not open or booked full we may add an alternate site, if needed, to fill your time frame.

◆ Denotes increased tour times

### Downtown Springfield

- ◆ **Abraham Lincoln Presidential Museum** (2.5 hrs.)  
Holographic and special effects theaters, interactive displays & multi-media programs. 1861 Reproduction of the White House. (No charge for accredited school groups & 1 chaperone/teacher per 10) Additional chaperones/teachers over 1 per 10 will be charged \$10.00 admission upon arrival.  
**Self-guided tour. 9 - 5**
- ◆ **Lincoln Home National Historic Site** (1 hr.)  
The only home Lincoln ever owned. **Guided tour** of home; includes self guided tour of Neighborhood and Visitors Center. Restrooms. **8:30 - 5**
- ◆ **Old State Capitol State Historic Site** (30 min.)  
Lincoln delivered his famous "House Divided" speech here. **Guided tour. 9 - 5**  
**Closed: Sun. & Mon., Sept. - April.**
- ◆ **Lincoln-Herndon Law Office State Historic Site** (40 min.)  
Constructed in 1840, this is the only surviving structure in which Lincoln maintained working law offices.  
**Guided Tour. 9 - 4 Closed: Sun. & Mon., Sept. - April.**
- ◆ **Lincoln Depot** (30 min.)  
Lincoln's Farewell Address was delivered at this site, as he departed his beloved Springfield.  
Visit includes a/v program.  
**Guided tour. 10 - 4 Closed: Sept. - March.**
- ◆ **Illinois State Capitol** (30 min.)\*  
Watch House and Senate proceedings when Legislature is in session. **Guided tour.**  
**Mon.-Fri. 8 - 4, Sat. - Sun. 9 - 3**
- ◆ **Illinois State Capitol Complex Visitors Center** (30 Min.) Provides information and exhibits about the Capitol Complex and Illinois. Exhibits, a/v program. Vehicle/bus parking. **Picnic areas** - covered shelters, restrooms, vending machines. (No change available on site.) **Mon.-Sat. 9 - 4**
- ◆ **Illinois State Museum** (approx. 1 hr.)  
Permanent and changing exhibits tell the story of Illinois land, life, people and art. Exciting new, and interactive natural history exhibits. Changes: Dynamic Illinois Environments, and exciting new interactive natural history exhibit, explores 500 million years of Illinois environments. **Self-guided tour.**  
**Mon.-Sat. 8:45 - 5, Sun. 12 - 5**

### North Side of Springfield

- ◆ **Lincoln Tomb State Historic Site** (30 min.)  
Dedicated in 1874, Lincoln Tomb is the final resting place of Abraham Lincoln, his wife Mary, and three of their four sons, Edward, William, and Thomas.  
**Guided tour. 9 - 5 Closed: Sun. & Mon., Sept. - April.**
- ◆ **Illinois WWII, Vietnam Veterans and Korean War Veterans Memorial** (20 min.)  
The names of Illinois Vietnam War KIA, POW and MIA veterans and Korean War KIA veterans are listed on these two walls. WWII Globe symbolizing conflict of more than 200 nations. **Self-guided tour. 9 - 5**

### 30 Minutes Northwest of Springfield

- ◆ **Lincoln's New Salem State Historic Site** (2 hrs.)  
(If you select this site, state a.m. or p.m. preference.) Reconstructed log cabin village. Lincoln lived here as a young man. Visitors Center - exhibits, a/v program, restrooms. **For educational materials, see website [www.petersburgil.com/p\\_newsalem.html](http://www.petersburgil.com/p_newsalem.html)**  
**Self-guided tour. 9 - 5 Closed: Mon. & Tues., Sept. - April.**

Only those sites listed are scheduled through the Convention & Visitors Bureau. You may schedule other sites on your own. However, because these are the most popular school tour sites, we suggest you schedule additional sites once you've received your schedule confirmation for the sites above.

\* If there are no available tours to the Illinois State Capitol your group will be scheduled for the Illinois State Capitol Complex Visitor Center. See above for information regarding this center.

• **Check out our website for other great things to do!**



# 2009-2010 Student/Youth Group Reservation Request Form

Please complete this form detach and mail it to: **SCVB-School Tours**  
109 North Seventh Street  
Springfield, IL 62701

Today's Date \_\_\_\_\_  
**No phone or fax reservations accepted.**

## Have You Reviewed The Frequently Asked Questions?

To avoid any delays in processing your tour schedule, please be sure the form is complete and legible, **INCOMPLETE REQUESTS WILL BE RETURNED.** Due to the volume of requests received, it may not be possible to process a request to tour with less than 30 days notice; please keep this in mind when submitting your request.

School/Youth Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

School Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home/Cell Phone (optional): \_\_\_\_\_

**E-mail Address: (Used To Send Confirmation)** \_\_\_\_\_

## Preferred Tour Dates (Exact dates must be provided)

To avoid delays in processing your tour schedule, especially during peak seasons (Fall/Spring), please provide four date choices (For two-day trip, please attach a separate sheet, if necessary.)

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

Is your group overnighing in Springfield?  Yes  No If so, where? \_\_\_\_\_

**Touring Times:** Earliest Starting Time \_\_\_\_\_ Latest Ending Time \_\_\_\_\_

**Transportation:**  Bus  Other (train, walking, car, van, etc.)

Indicate below the total number of people (including chaperones) on each bus. Out of necessity, each bus is scheduled separately. However, every attempt will be made to keep the group together whenever possible.

Bus #1 \_\_\_\_\_ Bus #2 \_\_\_\_\_ Bus #3 \_\_\_\_\_ Bus #4 \_\_\_\_\_ Bus #5 \_\_\_\_\_ Bus #6 \_\_\_\_\_ Bus #7 \_\_\_\_\_ Bus #8 \_\_\_\_\_

\*Attach additional sheet if there are more than eight buses in your group. Total # of Students: \_\_\_\_\_

**Grade Level(s) of Tour Group** (circle all that apply): Total # of Chaperones: \_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12 Intl Total: \_\_\_\_\_

**Requested Lunch Plans:**  Restaurant  Sack (For suggested picnic facilities see cover page - Lunch Plans?)

Lunch Starting Time \_\_\_\_\_ Lunch Ending Time \_\_\_\_\_ Place \_\_\_\_\_

## Site Selections

You may select up to six sites to visit per day. Please list your six choices (simply write in the site name) in **priority order with 1. being the site most important for your group to see.** Also, please choose three alternate sites you will accept if any of your first selections are unavailable.

**First Choice Selections:** **Alternate Choices:**  
1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

**Indicate Special Needs** and how many for anyone in your group with a disability.  
\_\_\_\_\_ Wheelchair, \_\_\_\_\_ Visually Impaired, \_\_\_\_\_ Hearing Impaired, \_\_\_\_\_ Other

For your records please make a copy & detach here.