



## **Heinz Field School Group Tour Information Packet**

(412)-697-7150 | tours@steelers.nfl.com | 900 Art Rooney Avenue, Pittsburgh PA 15212

### How Do I Pay for My Tour?

School Group Tours cost \$7.00 per person and receive one free adult chaperone for every 10 students.

PLEASE NOTE: If your bus driver(s) or school nurse(s) plan on taking the tour, you must include them in your total count.

You can pay for your tour with a credit or debit card when you schedule your tour on our website. If you would like to pay by check, please schedule your tour by calling (412)-697-7150. A 50% deposit must be made at least two weeks prior to your tour date by check. The remaining balance is due the day of the tour by cash or check. Your invoice will be sent to you separately. Checks can be mailed to Heinz Field Tours, 900 Art Rooney Ave, Pittsburgh, PA 15212. All checks should be made payable to PSSI Stadium LLC. Please keep a copy for your records. Please consider any adjustments to the total number of your group before paying the balance. There are NO REFUNDS within 14 days of your selected date, or after a tour has been completed.

### How Do I Cancel My Tour?

Tours of Heinz Field will proceed rain or shine. All elements of Heinz Field Tours are subject to change based on stadium events. If there is a need to cancel, you may cancel your tour up to 14 days prior to the tour date and receive a full refund. Tours cancelled within 14 days will not be refunded. If your deposit is not received within two (2) weeks prior to your tour, your tour will be cancelled.

### Does Heinz Field have lunch options?

Aramark, the official concessionaire of Heinz Field, can prepare lunches for your group while you are touring the home of the Pittsburgh Steelers and University of Pittsburgh Panthers. To coordinate lunch through Aramark, there is a minimum ordering requirement of 25 lunches. If interested, please complete the Heinz Field Tour Lunch Order Form included in this packet and return it no later than five (5) business days prior to your tour. Please make payment for lunches payable to Aramark (checks only). Aramark boxed lunches can be enjoyed inside the FedEx Great Hall.

Groups wishing to bring their own lunch may enjoy their lunchtime on the South Plaza Lawn. The South Plaza Lawn is located outside of Gate A. Picnic lunches are not permitted inside Heinz Field.

## Am I Able to Shop During My Tour?

The Pittsburgh Sideline Store is only included in the tour with permission from the tour group contact/teacher. All school groups receive a 10% Merchandise Discount. The discount will be provided at the time of check out. If you are interested, please check the appropriate box when scheduling your Heinz Field Tour. Please be sure to include extra time for shopping when planning your field trip.

## What Can I Bring with Me on My Tour?

All guests touring Heinz Field must adhere to the stadium security policies. Bags, backpacks, and video cameras are not permitted. Groups needing to bring medical supplies, first aid kits, etc. need to note this when booking their Heinz Field Tour. Please instruct all students to leave all belongings on busses.

## Where Do I Enter Heinz Field?

Please enter at the FedEx Great Hall Tours Entrance off Art Rooney Avenue. Please arrive (15) minutes prior to your scheduled tour time.



★ FedEx Great Hall Tours Entrance

★ Great Lawn



## Chaperone Information

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The following is an outline of important information we would like you to review before your trip to Heinz Field. In addition to the Group Arrival and Helpful Hints sections, please review the Teacher Activity Guide.

### Group Arrival:

When you arrive, we will greet you at the FedEx Great Hall entrance located along Art Rooney Avenue. We will confirm the number of individuals in your party, collect any outstanding balances, confirm your schedule/time constraints, and distribute security stickers to all guests (stickers must be worn at all times).

### Helpful Hints:

- Place a chaperone in the front, middle, and back of your group to ensure that everyone stays together. The stadium will be in full operation while we are touring the facility, so it is important to stick together as a group.
- Assist the tour guide in organizing your group and keeping everyone together.
- Ensure all students are walking directly behind the tour guide.
- Allow at least two hours for your visit.
- Alert us if your group will be late for your tour.
- Notify the tour guide if you have any medical needs.

### Teacher Activity Guide:

The Pro Football Hall of Fame and an Educational Advisory Panel designed a FREE Activity Guide for teachers to utilize in the classroom. The guide offers a fun and educational way for teachers to incorporate football into classroom activities. The guide consists of everything from Language Arts activities to Mathematics involving the history of the National Football League and the Pittsburgh Steelers. This book is available online through the Pro Football Hall of Fame at: [http://www.profootballhof.com/assets/1/6/Steelers\\_2015\\_GOLD.pdf](http://www.profootballhof.com/assets/1/6/Steelers_2015_GOLD.pdf)

Additionally, teachers can sign up for the Educational Outreach Program Newsletter to stay updated on current educational initiatives offered at the Hall of Fame. The newsletter also offers supplemental materials and educational resources for teachers to use in the classroom. Teachers can sign up for this newsletter at <http://www.profootballhof.com/connect/educational-outreach-program-signup/>

If you have any questions regarding any of the information, please contact us at (412)-697-7150 or [tours@steelers.nfl.com](mailto:tours@steelers.nfl.com)



**Aramark Lunch Order Form**

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

Tour Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred lunchtime (please check one): Before Tour \_\_\_\_\_ After Tour \_\_\_\_\_ Time \_\_\_\_\_

\*All boxed lunches are served with potato chips, a cookie, and a 12 oz. Pepsi canned beverage and cost \$7.95.

<b>Boxed Lunch Options</b>	<b>Quantity</b>
Box #1: Turkey Sandwich with cheese	
Box #2: Ham Sandwich with cheese	
Box #3: Peanut Butter & Jelly Sandwich	
Box #4 Vegetarian Sandwich	

<b>Pepsi Canned Beverage Options</b>	<b>Quantity</b>
Pepsi	
Diet Pepsi	
Sierra Mist	
Aquafina Water	

Lunches: \_\_\_\_\_ Price Total: \_\_\_\_\_

**\*Please provide a copy of your tax-exempt form along with your order to wave sales tax costs. If this form is not received, your group will be charged the additional 7% state sales tax.**