

History, Heroes & Treasures

SLEEPOVER AT THE NATIONAL ARCHIVES



INFORMATION PACKET AND FORMS

ARCHIVESFOUNDATION.ORG/SLEEPOVER

SLEEPOVER CHECKLIST

Fill out the following forms by January 21, 2014, and submit via email to sleepover@archivesfoundation.org or via fax . Registration is first-come first-served, so register early!

- Participant Registration Form
- Liability Form – One per participant, adults and children

Things to bring to the Overnight:

- Sleeping bag and foam pad or self-inflating air mattress
- Pillow
- Toothbrush and toothpaste
- Hairbrush and any other toiletry items
- Washcloth/hand towel
- Flashlight
- Comfy clothes, including:

- Gym shoes
- T-Shirts/sweatshirts - The temperature in the Museum varies, so plan for hot & cold!

Comfy clothes are a must! Check out this 1873 Patent for "Fastening Pocket Openings" for some inspiration....



Also consider bringing

- Ear plugs
- Eye mask
- Bag/Backpack

PLEASE LABEL ALL BELONGINGS

Please DO NOT BRING:

- Tents
- Outside food or drink*
- Electronic games or devices
- Cameras



We already have the patent for "sandwiched bread" - no need to bring your own!

*Please contact us at sleepover@archivesfoundation.org if you have food allergies or require special accommodations

SLEEPOVER OVERVIEW

Be among the first to roll out your sleeping bag in the Rotunda of the National Archives and sleep next to the Charters of Freedom!

For the first time ever, the National Archives is offering families and friends the chance to spend the night with "History, Heroes, and Treasure." Meet author **Brad Meltzer**, who will set you on your way for an evening of historical missions and discovery. Let your interests guide you through various activities and stations highlighting key moments through history. During your journey, you will meet journalist and author **Cokie Roberts**, and interact with historical characters **Phillis Wheatly**, **Abraham Lincoln** and **Amelia Earhart**. Wrap up the evening with a selection of Oscar-nominated short films in the McGowan Theater.



Author Brad Meltzer

You will receive the first two books in Brad Meltzer's brand new children's series, *I am Abraham Lincoln* and *I am Amelia Earhart*, and have the opportunity to have them signed by the author! Written by Meltzer and illustrated by Christopher Eliopoulos, each book tells the real-life story of an ordinary person who's changed the world.



Throughout the evening, you will have the chance to engage with National Archives documents in fun and exciting ways: decode Civil War ciphers, write a letter to the President, dress up in period clothing, learn how to write with a quill pen, play with historic toys and games from our patent collection, and so much more!

On Sunday morning, enjoy breakfast and put your new-found knowledge to the test with Archives trivia. You'll also be able to taste history with a special demonstration of how hot chocolate was made in colonial times, using American Heritage Chocolate.

SCHEDULE

7 pm	Check-in
7:30 pm	Orientation
7:45 pm	Museum Exploration & Activities
9:30 pm	Movie Shorts from the Oscars
11 pm	Lights Out
7:00 am	Wake-up
7:15 am	Breakfast, Shopping & Trivia
8:30 am	Departure



FREQUENTLY ASKED QUESTIONS

Where will the program take place?

The program will take place in various areas of the National Archives Museum throughout the evening. All participants should plan to come in the Constitution Avenue Special Events entrance to check in. Check-in starts at 7:00pm; please plan to arrive between 7:00pm and 7:25pm. This gives you time to get checked in, put down your gear, and make it to orientation. Orientation begins at 7:30pm, and is mandatory – how else will you find out all the fun things planned for the night?!

How old do my children have to be to attend the sleepover?

The activities offered are designed for children ages 8-12. We require at least 1 adult (age 21+) for every 4 children.

What is the price per person for the sleepover?

The general price per person (per adult, per child) is \$125. Foundation for the National Archives members receive a discounted price of \$100 per person. Foundation membership starts at \$60.

Can I buy a ticket at the door?

No, all tickets must be purchased in advance, by January 21, 2014. Registration is first-come, first served, so register early!

Is the Archives wheelchair accessible?

Yes, the Museum is fully ADA compliant.

How do I get to the Archives?

The Archives is centrally located in downtown Washington, DC, on Constitution Avenue between 7th and 9th Streets, NW. The closest Metro stop is Archives/Navy Memorial, on the green and yellow lines. There are also several parking lots, garages, and on-street parking available in the area.

Will I have to go through security?

Yes, as a government building, all visitors need to go through security when you enter the Museum.

What time is the program?

Check-in will be from 7:00 to 7:25 PM on Saturday, January 25. No one will be admitted after 8:00 PM. The program will end at 9:00 AM on Sunday, January 26.



What if I have to leave early?

Security guards will be available to escort those who need to leave before 8:00 AM to the Constitution Avenue exit. You will not be able to reenter the building once you leave.

Will we have access to the Museum on Sunday?

Exhibit spaces will not be open on Sunday morning. All participants must depart by 9:00 AM so that staff can clean prior to opening for the public that day. You may reenter the museum after 10:00 when it is open to the public if you would like.

Where will we sleep?

You will sleep in the Rotunda, which is kept rather cool to help preserve the documents, so make sure to bundle up. Also, the marble floors are rather hard – so bring a mattress pad or self-inflating air mattress!

**What time is bedtime and wake-up?**

Lights out will be at 11:00 PM. We strictly enforce that when lights go out no personal electronic devices can be used except in cases of emergency. Wake-up is 7:00 AM, with breakfast beginning at 7:15 AM.

What should we bring?

You should bring a self-inflating air mattress or pad, sleeping bag, pillow, personal items (toothbrush, hairbrush, etc.), comfortable clothes and shoes, flashlight (optional), and your sense of adventure! It can get cold in the Museum overnight so we suggest you dress in layers. Not all areas of the Museum get completely dark—so if you are sensitive to low light you may consider bringing a sleeping mask.

What can't we bring?

We ask that you do not bring outside food or drink, electronic games or devices, cameras, weapons, or tents. Please leave your valuables at home.

Can I take pictures during the event?

No, photography is strictly prohibited throughout the Museum to protect the documents on display. However, there will be opportunities for commemorative photos throughout the evening.

Will we have access to electricity in the sleeping area?

No, the sleeping area does not have readily accessible outlets, so please do not bring an electrically inflated air mattress. We encourage you to fully charge your cell phone prior to arrival, and ask that you do not use them, or any other electronic devices, during the festivities. If you do need access to 24-hour electricity (i.e. for medical reasons), please contact sleepover@archivesfoundation.org to discuss accommodations.

Will meals be served?

We will not serve dinner on Saturday night, so please eat prior to arriving. The Museum will provide a snack (e.g. crackers, fruit, candy, and juice) and a continental breakfast (e.g. fruit, muffins, bagels, coffee, tea, juice). If you or your child has food allergies please email us to discuss bringing your own food at sleepover@archivesfoundation.org and make a note on your registration form.

Can I bring my personal medications to the event?

Yes, but please be aware that the Museum cannot refrigerate medications nor assist in the administration of medicines. Personal medications should be placed in a safe and secure location within your personal belongings throughout the event.

Will the Archives shop be open during the event?

Yes! The myArchives Store will be open Sunday morning, and all participants will receive 10% off.

Will the children be with the adults or separate throughout the event?

Adults are required to stay with the child(ren) they are supervising throughout the night.

What is the reservation process for the sleepover?

Required paperwork must be filled out properly in order to reserve a space. The information you will need includes all adults' names, children's names, children's ages, adult mailing address, e-mail address, phone number, and credit card information. We require payment by credit card. Credit cards are typically processed within 48 hours of submission. The program fee is non-refundable. A space cannot be reserved without full payment. A signed media and liability release form will be required for all participants.

Can I get a refund if I do not attend the event?

No refunds will be issued for the event.

If we did not answer all of your questions, please feel free to email us at sleepover@archivesfoundation.org.



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SLEEPOVER AT THE NATIONAL ARCHIVES REGISTRATION FORM

PARTICIPANT INFORMATION:

(Note – only submit name(s) of individual(s) who will accompany children.)

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

I would like to receive the Foundation's e-newsletter

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

I would like to receive the Foundation's e-newsletter

Children *(Note – only children 8-12 years old are eligible. One adult per four children.)*

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Foundation member: \$100 x _____ adults and children

I would like to become a member, add \$60 (eligible for member discount)

Non-member: \$125 x _____ adults and children

TOTAL: \$ _____

BILLING INFORMATION:

Name on Card: _____

Address: _____

City: _____ State: _____ Zip: _____

Method of Payment: Visa American Express MasterCard Discover

Card number: _____ Exp. Date: _____

Signature: _____

SLEEPOVER AT THE NATIONAL ARCHIVES CONSENT FORM AND RELEASE

This form is submitted in order to be allowed by the National Archives and Records Administration (“NARA”) and the Foundation for the National Archives (“the Foundation”) (NARA and the Foundation collectively referred to as “the Host”) to participate in a Sleepover at the National Archives (“the Program”) under the following terms:

I understand that Host staff and volunteers shall lead all activities and that I/the minor agree to comply fully with their instructions. I am aware that, as the parent, legal guardian or chaperone of the minor, that I am required to stay with the minor at all times during the event.

- I understand that photographs or videos of the minor and I may be taken by the Host during the Program. I hereby grant the Host a perpetual, royalty-free license to use my/the minor’s image(s), name(s), likeness(es), and voice for any purpose deemed appropriate by the Host, including, but not limited to, exhibits, research, publications, educational, archival, and public relations purposes, as well as informational programming and notices regarding the Program on the Host’s web site and social media.
- I understand that I will be responsible for any injury or damage I/the minor cause to the Host, including damage to personal property. I understand and expressly assume the risk of any and all damage or injury, including death, that may occur to me/the minor, or me/the minor’s property.
- I understand and acknowledge the minor’s participation in the Program and I hereby waive, on behalf of myself/the minor, and our heirs, any and all claims or potential claims against the Host and the Host’s employees, officers, directors, volunteers, principals, and agents, including claims for personal injury, death, property damage, or other loss, arising directly or indirectly from my/the minor’s participation in the Program, whether caused by negligence or otherwise.
- I hereby agree to indemnify and save and hold harmless the Host, its employees, officers, directors, volunteers, principals, and agents from any loss, liability, claim, obligation, damage, or cost, which in any way arise out of or for in connection with my participation in the Program. I hereby assume liability for any loss or damage or any other liability arising from or related to my participation.
- I/the minor have read the rules of conduct set forth in Attachment 1, and agree to abide by these rules during the Program, as well as all applicable federal laws and regulations, including 36 C.F.R. 1280, Use of NARA Facilities. The Host reserves the right to ask you and the minor to leave should you fail to follow the Host’s instructions, rules, or guidelines.
- I acknowledge that I have received, read, and understood and agreed to the above terms, and voluntarily sign this Consent Form and Release; that no oral representations, statements or inducements apart from the foregoing written agreement have been made; and that I am at least 18 years of age and have the legal capacity to enter into this agreement.

Minor's Name: _____ Age: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ D.O.B.: _____

SLEEPOVER AT THE NATIONAL ARCHIVES CONSENT FORM AND RELEASE

Please fill out the following only if the minor will be accompanied by an adult who is not his/her parent or legal guardian:

I, the parent or legal guardian for the minor listed below, has approved for the Chaperone listed below to take my child who is under the age of 18 to the Sleepover at the National Archives:

Minor's Name: _____ Age: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ D.O.B.: _____

I, the Chaperone, acknowledge that I have read and voluntarily sign this Consent Form and Release; that no oral representations, statements or inducements apart from the foregoing written agreement have been made; and that I am at least 18 years of age and have the legal capacity to enter into this agreement.

Chaperone Name (please print): _____

Chaperone Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ D.O.B.: _____