

**PLEASE TAKE NOTE OF the CHANGES & RULES for Tours**  
**REQUIRED READING FOR YOUR STATE HOUSE TOUR**

***Please read and  
print out!***

Share this information with **ALL** adults who will be touring the State House.

\*Also please note that we now have

Granite State Ambassadors assisting with tours.

- + **Arrive on time.** We schedule many groups each day and ask that you plan to arrive and leave at your scheduled times. (Tours are generally ONE HOUR.) IF you are going to be more than 10 minutes early or late, NOTIFY the Visitor Center @ 271-2154.
- + **Arrival:** Do not bring group into the building until someone from the Visitor Center has been notified of your arrival. (This is a security precaution.)
- + **Groups will enter** the front doors which open into the historic Hall of Flags. This room is a memorial hall and is also located near committee hearing rooms. It is important that groups are aware that there may be meetings in these rooms and not interfere with legislative business.
- + **No BACK PACKS Please!** (If your group is bringing lunches we will store them in the Visitor Center)
- + **No Food, Drink, or Gum unless medically necessary.**
- + **The State House is a working building.** Prior to your visit, remind students state officials and staff are working and to use “whispers.”
- + **Appropriate attire is appreciated.** Students should be encouraged to dress up for their special visit, but not required.
- + **Remove hats inside the building, please.** Notify your tour guide of any special requests.
- + **Cameras:** We ask that only adults use cameras. We have had many problems with students using iPads, cell phones and cameras.
- + **Bathrooms are available but must be supervised.** If your students need the restroom before the tour begins, notify us right away and we will organize a bathroom break. Note that there are offices located around each restroom and we need to know at all times where our students are located.
- + **Chaperones** are welcome, but should be informed that we travel as one large group and prefer they do not try to separate the students into groups during the tour. We ask you limit the number of chaperones to 4 per class. (Remind adults the rules regarding food, drink and hats apply to them too.)
- + **Senators & Representatives** are notified of your visit in the House and Senate Calendars. Please note legislators often try to meet the students, which is another important factor in arrival time. Information on your legislators may be found: [www.gencourt.state.nh.us](http://www.gencourt.state.nh.us).
- + **The Governor’s Office** is included in the tour. If the Governor’s schedule permits, he often tries to meet groups. Please do NOT tell your students they will be seeing him as schedules fluctuate and do not always allow him the ability to meet the groups. We would rather have groups surprised than disappointed.
- + **Events at the State House** are frequent and can often change the focus of your tour. Rallies, political events, legislative session, press conferences, bill signings and other activities may be scheduled on the date of your tour. We will work around those events or even include them in your tour, if appropriate. Please note there are times that the legislative or executive chambers may be unavailable to the public.
- + **Any questions or concerns contact: Virginia Drew, Director**  
[Virginia.drew@leg.state.nh.us](mailto:Virginia.drew@leg.state.nh.us) or call [\(603\) 271-2154](tel:6032712154)

**NEW! GIFT SHOP Options**

We have a gift shop that carries a variety of items students may enjoy, if you wish to have your group visit the gift shop, you must make prior arrangements. We are now offering an opportunity for classes to pre-order items!