

EXPLORADOME

Planning for an ExploraDome Visit

Minimum Requirements

If the facility does not meet these minimum requirements, we will not set up. We will re-schedule for a future date if a suitable, alternate location can be found.

- The ExploraDome "...can only be erected in gymnasiums or [other] rooms that have high ceilings so sprinkler heads, smoke detectors and light fixtures will not be compromised..." *There must be 14 feet or higher clearance above the floor.
- "...a space of **3 feet** must be maintained around the entire planetarium to allow for safe emergency egress. Planetariums are not allowed in corridors or other exit paths." *The ExploraDome is 25 feet in diameter so minimum room dimensions must be 31'x31'.
- "The maximum occupant load within the ExploraDome must provide a minimum of 7 sq. ft per person of open floor space."
*Including Bell Museum staff and equipment, the maximum capacity is 32 people.
- Two grounded 120-volt standard electrical outlets on separate circuits are required to power the dome. We may need to run extension cords across the floor.
- The ExploraDome may only be set up indoors.
- The ExploraDome arrives in heavy cases that have wheels. A ramp, large elevator or level entry is required—no stairs. Three people are required to help unload and load the equipment.

**State Fire Marshall requirements*

Improving Your Experience

- Flooring: The dome has no floor so we recommend setting up on carpet or mats. Please make sure the floor is **clean** and mats, if being used, are in place **prior** to setting up the dome.
- Fans: It can get warm inside the dome, even in an air conditioned room, so a fan is helpful to keep air moving during and between presentations.
- Lights: If we can dim the lights in the room and/or pull window shades, we can keep the dome's entry open, which helps keep the interior cool.
- Internet: We can include Earth satellite data in the programming using your location's wireless or wired Internet. It is an enhancement to our standard show but not necessary.
- Media: We ask you to invite the local press to witness the ExploraDome program. This can help with fundraising for this and future school programs.

BELL MUSEUM
OF NATURAL HISTORY

UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

10 CHURCH STREET SE, MINNEAPOLIS, MN, 55455 • WWW.BELLMUSEUM.ORG • (612) 626-9660

EXPLORADOME

What We Need from You

- Establish an arrival time (1.25 hour prior to first show)
- Unloading location
- Name and number of contact person
- Instructions for Internet access
- A start and end time for each session. We need a 5-minute break between each session for audience turnover. We also need an additional 15-minute break for events of up to 4 hours, or a 30-minute break for events lasting more than 4 hours.
- Schools: We need to know grade level(s), teacher name(s), and the desired program for each session (see programming sheet).
- Name and affiliation of invited media
- Please be sure to:
 - Measure the location the dome will stand to ensure it meets the minimum requirements.
 - Clean the floor and set up mats (if using) prior to dome arrival.
 - Have 3 people to help unload equipment (20 mins) and assist in takedown (30 mins). They must be able to lift heavy equipment.
 - Have at least one person available to assist in audience management during the entire visit.
 - Distribute the Visitor Guidelines (next page) before we arrive.

Frequently Asked Questions

Dome arrival: We will arrive 1.25 hours prior to first presentation of the day or the day before if the schedule permits. We'll send you the cell phone number of the presenter so you can be in touch as needed.

Accessibility: The ExploraDome is wheelchair accessible.

Programming Schedule: Our standard show is a tour from Earth to the edge of the Universe, which requires a minimum of 20 minutes. Please contact us if you would like an alternate program—review the options on the ExploraDome programming sheet.

Programming Flexibility: You determine the length of the presentations, depending on what best fits your schedule. The recommended length for schools is 30-45 minutes. You may schedule programs of different lengths and different topics within the same day.

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Visitor Guidelines

The ExploraDome is a unique environment, and visitors should be aware of a few things prior to entering the dome. Please share these with your guests prior to our arrival.

Visitors should not touch any equipment

No food, drink or gum is allowed. Spills and litter can go unnoticed in the darkened dome, which may damage our equipment or others' clothes.

Voices are amplified inside the dome and even quiet chatter makes for a noisy environment. Visitors are asked to talk only when the presenter asks for input or have questions related to the presentation.

Some visitors may feel dizzy at times due to the motions of the images. If that happens, they should close their eyes for a few seconds and it will pass.

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