FREQUENTLY ASKED QUESTIONS:

Are transportation fees included in the workshop fee?
There is no additional transportation fee if your site is located in the District of Columbia. If you are within 100 miles outside of DC, a $2.50 per mile (round trip) fee is added. Any site farther than 100 miles outside the District of Columbia is subject to additional fees depending on the distance. The transportation fee covers direct costs for car/public transportation, staff time, tolls and fuel costs.

What materials does my site have to supply for the workshop?
The Spy Museum will bring all workshop equipment and materials to the site. These items are included in the workshop fee. The site will need to provide an LCD projector, a projection screen, speakers (if the site is doing the Spy Science workshop), pencils for each student, and a whiteboard or chalkboard.

Is there an hourly rate for the SPY educator or is it included in the workshop fee?
No, the museum educator rate is included in the workshop fee. However, if you book multiple workshops in a day, they must be less than 30 minutes between workshops. Additional fees may apply if the time between workshops is more than 30 minutes.

How much time is needed to set up prior to the workshop beginning?
A SPY educator will need at least 30-minutes prior to the start of the workshop to set up the classroom.

How far in advance do I need to book an off-site workshop?
While we take reservations throughout the year, we ask that you request a workshop at least 3 weeks in advance.

How do I book an off-site workshop?
To book an off-site workshop, please click here to fill out our request form and a SPY educator will contact you within 2 business days to confirm SPY’s availability.

How many off-site workshops can be conducted in a day?
The maximum number of workshops a SPY educator can offer in a day is 4. If you book 4 workshops for a specific day, you will receive 10% off your total.

When do I need to give SPY final numbers and payment?
The International Spy Museum requires payment and final numbers at least 14 days prior to your workshop date. After that time, SPY can cancel your reservation.
Payment can be made by credit card or check. When paying by credit card, please call 202-654-0933. If paying by check, mail payments to the International Spy Museum, c/o Lucy Stirn, 800 F Street, NW, Washington, DC 20004-1505.

What if I need to cancel my off-site workshop?
A site can cancel their reservation, with a full refund, up to 14 days prior to their SPY workshop date. Cancellation within 14 days of workshop date does not require the Museum to issue a refund. The Museum will rebook or refund any group whose off-site workshop is cancelled due to the Museum or the site being closed due to inclement weather or a state of emergency.

I still have questions…who should I contact?
If you have further questions regarding our off-site SPY workshops, feel free to email educators@spymuseum.org or call 202-654-0933.