

# Guided/Self-Directed Checklist

## Guidelines for Visiting the Museum

Bus # \_\_\_\_\_  
 Arrival: \_\_\_\_\_  
 Departure: \_\_\_\_\_  
 Students will eat lunch at (time): \_\_\_\_\_ at this location \_\_\_\_\_.

- Share with students that they are attending a Docent Guided/Self-Directed tour. *Docents* are volunteer guides.

The title of the tour is \_\_\_\_\_.

## Before Your Visit

- Introduce the concept of a fine art museum and discuss proper museum behavior.
  - Stress that students will be looking at original works of art. Discuss how original works differ from reproductions.
  - Help the students understand the value of open attitudes toward art and new ideas. Share your thoughts about specific works of art and encourage them to make their own observations.
  - Familiarize your chaperones with the tour topic and remind them to stay with their group at all times.
  - **Student groups must always be accompanied by adults in the ratio of 1 adult to every 10 students.**
  - Name tags help the docent call on students directly.
- Call your transportation coordinator to ensure that the bus will be available to pick up your group at the appropriate times and has the correct parking information.
- Encourage student participation by creating and answering questions about the art.
- Remind students to be courteous of other visitors and guided tour groups. Ask students to keep their voices at a conversational level and stay with their group.
- Remind students not to touch works of art in the museum.
- If you would like to try to reserve an indoor space for your students to eat, please call 804.340.1590, or email [specialevents@vmfa.museum](mailto:specialevents@vmfa.museum). If you plan on dining in the Best Cafe please call 804.340.1342, or email your request to [foodservice@vmfa.museum](mailto:foodservice@vmfa.museum).
  - Please note: space is limited so not all requests can be honored.
  - The Museum opens to the public at 10am.
- Fill out your chaperone checklists for each chaperone that will accompany your group on the trip and hand them out.
- Download the Wild@Art app created by VMFA for use with the Mellon galleries.
- Visit our website for educational resources at <http://www.vmfa-resources.org/>

## When You Arrive at the Museum

- Check in at the School Group Entrance (*see bus parking map for location*) and give the total number of students and adults.
- Have students put any unnecessary items for museum touring in the Student Coat Check.

## After Your Visit

- Visit the gift shop in your groups of 8-10 students at a time. Always have an adult with the group.
  - Gift Shop Hours: Monday - Sunday / 10am to 5pm; Thursday and Friday until 9pm.
  - Visit our tumblr. page and submit images of student works at: <http://vmfaeducation.tumblr.com/>
- Strengthen students' observational skills by discussing their favorite work of art on the way back to school or in the classroom. **Encourage students to bring their families to visit VMFA again!**
- Visit our website for additional educational resources at <http://www.vmfa-resources.org/>

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Guidelines for Visiting the Museum

## Notes:

## Please Remember

- One chaperone is required for every 10 students. Chaperones must stay with their groups at all times. Remind students not to touch works of art, the walls, platforms, or cases in the museum. Only with their help can the museum preserve objects for future generations.
- Food, beverages, gum, backpacks, water bottles, and umbrellas are not allowed in the galleries; these items should be left on the bus. Items that are brought in may be left in the Student Coat Check near the School Group Entrance.
- Non-flash photographs are permitted of the permanent collections only; self-contained video cameras without additional lighting or tripods are also permitted.
- Pencils only may be used in the galleries. No pens, please. If you are preparing worksheets for your students, please bring clipboards to write on and let the Tour Services department know ahead of time. A limited number of clipboards are available upon request; if you would like to reserve these please contact Tour Services.
- Students may explore the gardens, hills, ramps, stairs, and outdoor areas in an orderly fashion. Please remind students that there are works of art in the sculpture garden and they are for viewing only. No touching or climbing, please.
- Packed bag lunches are allowed on museum grounds. Designated outdoor spaces are the top of the sculpture garden (the Belvedere) or under any of the large trees. If you would like to try to reserve an indoor space for your students to eat, please call 804.340.1590, or email [specialevents@vmfa.museum](mailto:specialevents@vmfa.museum). The lunchroom can accommodate a maximum of 40 students and must be reserved no less than two weeks prior to your visit. Picnic facilities are available in Byrd Park just a five minute drive from the museum.
- Please make sure all members of your group throw away any trash after their meals.
- VMFA Best Cafe is open from 10am to 4:30pm.
  - If your group plans to visit or dine in the Best Cafe please notify us by calling at 804.340.1342, or email your request to [foodservice@vmfa.museum](mailto:foodservice@vmfa.museum).
  - Menu items are a la carte and range in price from \$5 to \$10.
  - Items such as hot dogs, BBQ, and pizza are frequently served.
  - Packed lunches are not permitted in the cafe.
- Visit our website for additional educational resources at <http://www.vmfa-resources.org/>

# Chaperone Checklist

Guidelines for Visiting the Museum

Bus #: \_\_\_\_\_  
 Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_  
 Students will eat lunch at (time): \_\_\_\_\_ at this location \_\_\_\_\_.  
 (*Ask your teacher about lunch arrangements.*)

Students in my group:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

- Talk to your group about visiting a fine arts museum and discuss proper museum behavior.
  - Students must wear their name tag at all times during their visit.
  - Ask students to use their quiet voices.
  - Remind students that they may not touch, or get too close to works of art.
  - All students must stay with their group leader, or chaperone.
  - Ask students to be respectful of other groups that may be visiting the museum at the same time.
  - Only pencils are allowed for use in the galleries. No pens, please.
  - Food, beverages, gum, backpacks, water bottles, and umbrellas are not allowed in the galleries. These items must be left on the bus, or placed in student coat check.
  - Non-flash photographs are permitted of the permanent collections only; self-contained video cameras without additional lighting or tripods are also permitted.
- Share with students that they are attending either a Docent Guided, or Self-Directed tour.
  - *Docents* are volunteer tour guides. The title of the tour is \_\_\_\_\_.
- Tell students that they will be seeing original works of art at the museum.
  - Discuss with students how original works of art are different than reproductions.
  - Share your thoughts about the works of art and encourage students to make their own observations.
- Students may explore the gardens, hills, ramps, stairs, and outdoors areas in an orderly fashion.
  - Please remind students that there are works of art in the sculpture garden and they are for viewing only, no touching or climbing, please.
- Download the Wild@Art app created by VMFA for use with the Mellon galleries.

**OPTIONAL:**

- Visit the gift shop with your group, located near the main entrance of the museum. Chaperones must accompany students to the gift shop. Please remember the group size ratio of 1 adult to 10 students.
  - Gift Shop Hours: Monday –Sunday, 10am – 5pm; Thursday and Friday open until 9pm.
- Please let us know how your students have been inspired by VMFA!
  - Visit our tumblr. page and submit images of student works at: <http://vmfaeducation.tumblr.com/>
- Strengthen student observation skills by discussing their favorite works of art on the bus ride, or in the classroom.

**Encourage students to bring their families to visit VMFA again!**

# SCHOOL BUS PARKING INFORMATION

Hello School Bus Drivers! The Virginia Museum of Fine Arts has a new and improved campus with a special entrance for school groups. Please follow these directions to drop off and pick up students.

## DROP OFF

Enter the Entry Plaza at the North Boulevard entrance.

Proceed around the islands and drop students off at the School Group Entrance indicated on map.

## PARK

Exit the Entry Plaza, taking a right onto North Boulevard.

Take a right on Grove Ave. Take a right on Belmont Ave. Take a right on Stuart Ave.

Pull into the Parking Deck area. The Parking Deck is open for individual cars or passenger vans measuring under 7 feet tall and 18 feet long (\$5 per vehicle). **Parking for buses is located on the side of the Parking Deck. This space can accommodate six buses at a time.**

## PICK UP





Exit the Parking Deck on the opposite side of entry following the road towards the Entry Plaza.

Take a left at the Entry Plaza, proceed through the islands, and pick up students at the School Group Entrance. Larger motor coaches must go between the islands, then turn left and loop around both islands to go to the Main Entrance. (See map detail.)

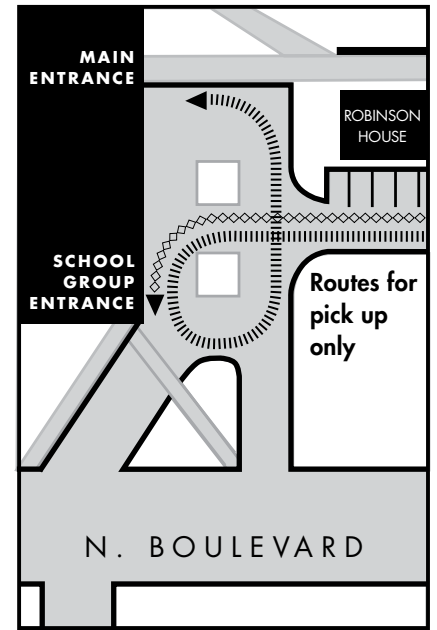
Exit onto North Boulevard.

Thank you for visiting the Virginia Museum of Fine Arts!

## MAP KEY

-  Parking Deck entrance
-  Handicapped parking
-  Bus/Oversized vehicle drop off and/or pick up
-  Passenger vehicle drop off and/or pick up

||||| Motor Coach route    ◇◇◇ School Bus route



## Campus Map

