

**VMFA CHECKLIST FOR YOUR DOCENT GUIDED
TOUR TO *Posing Beauty in African American Culture***

BEFORE YOUR VISIT:

- Be sure you have secured your tickets for the exhibition. Tickets will either be emailed to you or kept at the Student Group Entrance and handed out prior to entrance into the exhibition.
- **Payment and guarantee number are required at least 14 days in advance of your visit to secure your reservation. Payments may be made by check or credit card. For credit card payments, please call Tour Services at (804) 340-1419. Checks may be mailed to VMFA, Attn: Tour Services, 200 N. Blvd, Richmond, VA 23220.**
- Make sure you have appropriate parking information. Parking information can be found at www.vmfa.museum.
- Remind students not to touch works of art in the Museum and the outdoor Sculpture Garden and to be courteous of other visitors and guided tour groups. Ask students to keep voices at a conversational level and stay with their group.
- **Student groups must always be accompanied by adults in the ratio of 1 adult to every 10 students.**
- Familiarize chaperones with the objectives and structure of the visit.
- Call your transportation coordinator to ensure that the bus will be available to pick up your group at the appropriate times.

WHEN YOU ARRIVE AT THE MUSEUM:

- Check in at the **Student Group Entrance** upon your arrival. **This is where you will meet your docents (tour guides) for your guided tour of the exhibition.**
- Make sure every chaperone knows where his or her group will start and what time the visit will end.
- Visit the gift shop in groups of 8-10 students at a time; always have an adult with your group. Allow at least 15 minutes for each group to shop and make purchases. Gift Shop hrs: 10am – 5pm Mon- Fri; Thurs & Fri until 9pm.

AFTER YOUR VISIT:

- 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/>**
- Promote students' observations by discussing their favorite work of art on the way back to school or in the classroom. Encourage them to visit VMFA again with their family!

PLEASE REMEMBER:

- One chaperone is required for every 10 students. Chaperones must stay with group at all times.
- Remind students **not to touch works of art** in the Museum or in the Sculpture Garden. 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 must be left on the bus.** Packages and bags larger than 16" x 13" x 9" must be left on the bus or checked in the student coat room.
- Photographs are **NOT permitted for this exhibition**. Non-flash photography is only allowed in VMFA's permanent collection.
- **Pencils only** may be used in the gallery. No pens, please. If you prepare worksheets for your students, please notify the Tour Services department ahead of time.
- **Packed bag lunches are allowed** on Museum grounds, but not in public museum areas. Bag lunches can be stored in the student coat room. Designated eating areas are the top of the Sculpture Garden (known as the Belvedere) or under any of the large trees. Please make sure all members of your group pick up after themselves. Picnic facilities are also available in Byrd Park, just a five-minute drive from the Museum.
- If you would like to reserve a private indoor lunch space, please call 340-1590 or email specialevents@vmfa.museum with your request **no less than two weeks** prior to your visit. Please note: space is limited and not all requests can be honored.
- **The Museum opens to the public at 10:00 AM.**

Questions? Please contact VMFA Tour Services at tourservices@vmfa.museum or 804.340.1419

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