

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 volunteer tour 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. If you plan on dining in the Best Cafe please call 804.340.1342, or email your request to 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.

When You Arrive at the Museum

- Check in at the Student 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!**

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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 student 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 gallery. No pens please. If you are preparing worksheets for your students, please bring clipboards for students to lean 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.
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.
 - Menu items are a la carte and range in price from \$2 to \$8.
 - Items such as hot dogs, BBQ, and pizza are frequently served.
 - Packed lunches are not permitted in the cafe.

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.
 - 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 back, or in the class room.

Encourage students to bring their families to visit VMFA again!