

## VMFA SCHOOL GROUP VISIT CHECKLIST



A VMFA School Group Visit provides young learners with a meaningful introduction to VMFA's rich environment and encourages observational and critical thinking skills.

For some of your students, this may be their first visit to a fine arts museum.

We want all students to feel comfortable visiting VMFA and to know that it is a place where they are welcome.

We hope your visit will be a fun and memorable experience that fosters an early appreciation for art and self-expression.

## BEFORE YOUR VISIT

- **Please make sure you have one adult chaperone for every 10 students.** Share this checklist with all chaperones so they understand their responsibilities while visiting the museum.
- Please plan to arrive 10 minutes early. This allows time for students to visit the restrooms and store bags, coats, and lunches in the student coat room.
- Print the bus parking map for your driver. Note the location of the School Group Entrance--this is where your driver will drop off/pick up your group (look for the big yellow sign on the sidewalk).
- If you would like to reserve the indoor lunchroom, contact Emily Righter at 804-340-1590 or [emily.righter@vmfa.museum](mailto:emily.righter@vmfa.museum). Tour Services does not book the lunchroom.
- Prepare your students by discussing what it means to visit a fine arts museum. (What is a fine arts museum? What will they see? What will they do?)
- Visit our website for educational resources that can help you prepare for your visit: <https://www.vmfa.museum/learn/>
- If you are running late or need to cancel your visit, please call **Tour Services at 804-340-1419**.



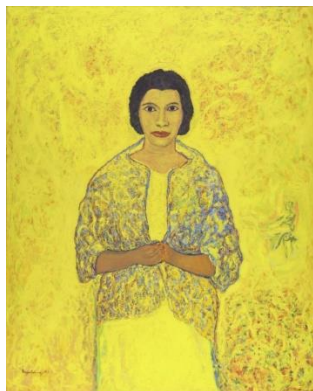
**Questions? Please contact us at 804-340-1419 or [tourservices@vmfa.museum](mailto:tourservices@vmfa.museum)**

## WHEN YOU ARRIVE

- Have your driver drop your group off at the School Group Entrance where you will be welcomed by our School Group Greeters.
- Provide a greeter with the total number of students and adults in your group.
- Let the greeter know if you have reserved the indoor lunchroom or if you plan to eat outdoors.
- Leave coats, backpacks, lunches, etc. on the bus, or store those items in the student coat room.
- Make sure your driver knows what time to meet your group at the School Group Entrance for departure.



## DURING YOUR VISIT



### **Use Your "Museum Manners"**

Students should be mindful of other visitors and tour groups that may be in the galleries. Have students use their quiet voices and remind them to walk, not run, while at the museum.

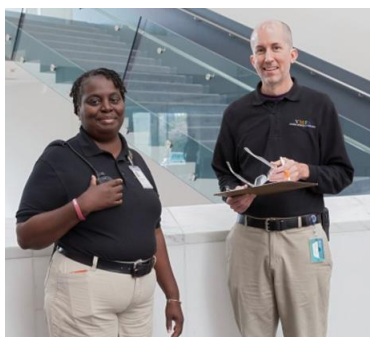
Remind students to always keep an arm's length from the art. Please help us protect the artwork by not touching the works of art, walls, platforms, or glass cases.

### **Other Important Gallery Guidelines**

- Pens, food, drinks, and gum are not allowed in the galleries.
- Writing/sketching is allowed. Non-colored pencils only, no pens. Sketch pad/writing pad should be no larger than 18 x 24 inches.
- Non-flash photography is allowed in the permanent collection galleries and in most special exhibitions.
- If you visit the Sculpture Garden, please remind students that touching and climbing on the outdoor sculptures is not allowed.

## GUIDELINES FOR TEACHERS AND CHAPERONES

- Stick together. Chaperones must remain with their groups at all times.
- When visiting the gift shop, we ask that you enter one group at a time. No more than 10 students per group, and each group must be accompanied by at least one chaperone.
- Please put cell phones on vibrate or silence to limit distractions. This will allow you to enjoy the visit and to be fully engaged with your group.
- If you are bringing a bag containing medical supplies, tell the security officer at the school entrance. The officer will put a sticker on the bag so it is visible to our Museum Associates, and you may then take the bag into the galleries.



- Let your students know that we have Museum Associates in all museum areas. Associates are here to welcome visitors and to help. If any of your students or chaperones have a question or need assistance, they should feel comfortable in asking an associate for assistance. Additionally, Museum Associates are here to help protect the art. Please be aware that many Associates travel from gallery to gallery, so you might see many of the same people in various locations. Associates pay attention to all visitors to ensure that they are not getting too close to the art, and to make sure visitors aren't carrying items not allowed in the galleries that can be a danger to the art. Those items should be left in the student coatroom.

- Tour guides love to hear the students' ideas and try to ask open-ended questions that spark creative responses, rather than questions that result in YES or NO answers. Although it can be hard at times, please resist the temptation to answer questions for the students.
- Enjoy your visit to the Virginia Museum of Fine Arts!

## AFTER YOUR VISIT

- Strengthen students' observational skills by discussing their favorite works of art.
- Encourage students to bring their families to visit VMFA again!
- Visit our website for additional educational resources:  
<https://www.vmfamuseum.org/learn>