

Department of Museum Guide Programs

Tour Planning Worksheet

AUDIENCE: (Who is this tour for?)

SUBJECT/THEME:

THEME STATEMENT: (In 1-2 sentences, expand upon the basic theme/title to describe what will be taught/learned on your tour.)

OBJECTS: (Choose 6-8, plus 2 alternates; try and select objects of various types, materials, and historical periods from throughout the gallery; don't worry about order yet.)

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SOURCES OF INFORMATION: (What sources will you consult to prepare for the tour?; e.g. Manual, textbook, class notes, Tour Office study files, specific books and articles; you should have at least 1-2 reliable sources for each object.)

ORGANIZATION: (Order your 6-8 objects into a logical tour route, both spatially and thematically. Keep in mind the overall theme and think about connections between objects that will facilitate transitions.)

1.

2.

3.

4.

5.

6.

7.

8.

Alternate #1

Alternate #2

TOUR DEVELOPMENT: (Use this section to outline the key points of the body of your tour and to map out your transitions between objects.)

Object #1 (List basic label information.)

Questions and Activities

Key points: (List the main points that you plan to make when talking about this object.)

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Transition: (1-2 sentences that make a smooth transition between one object and the next, allowing your audience to make connections and follow the tour more easily.)

Object #2

Questions and Activities

Key points:

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Transition:

Object #3

Questions and Activities

Key points:

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Transition:

Object #4

Questions and Activities

Key points:

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Transition:

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Object #5

Questions and Activities

Key points:

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Transition:

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Object #6

Questions and Activities

Key points:

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Transition:

Object #7 (optional)

Questions and Activities

Key points:

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Transition:

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Object #8 (optional)

Questions and Activities

Key points:

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Transition:

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Alternate Objects

INTRODUCTION (Now that you have mapped out the body of your tour, you are ready to go back and write the introduction. Use your theme statement as the core of your introduction. Your introduction should define the theme and goals of the tour, give a preview of what will be learned/discussed, and generally welcome visitors to the museum.)

CONCLUSION (Your conclusion should summarize the key points of your tour/theme, give your audience ideas for future learning, and identify any new skills the group may have learned on the tour that can be applied in other learning situations/museum experiences.)