## Thank you for Scheduling a Tour of "The Louvre and The Masterpiece"

We anticipate that the lobby will be very busy when you arrive for your scheduled tour, so we are asking for your help. Please help us out by taking these steps:

- Plan to arrive at the museum at least 15 minutes prior to your tour start time to allow time for unloading the bus, connecting with your docents, storing coats (if necessary), and traveling to the exhibition entrance to start your tour on time.
- Have your students and chaperones pre-divided into the appropriate number of tour groups for each time slot you have reserved (10:15, 10:30, and/or 10:45). Please make sure that all teachers, aids, and chaperones know who is scheduled to tour in each group, and at what time.
- If possible, ask all students and adults to leave their coats on the bus during the tour.
- If your school is touring during more than one time period (10:15, 10:30, and/or 10:45), please have the students and chaperones for the first tour enter the museum first. This will help us ensure that all groups arrive at the exhibition when their tour is scheduled to begin.
- When you arrive look for a docent holding up a tour sign with your school's name and tour time. An MIA staff person will also be in the lobby to help you connect.
- Enjoy!!!

Thank you in advance for helping us make this the best experience possible for you and your students.