



**SOURCES OF INFORMATION:** (What sources will you consult to prepare for the tour?  
Choose from your textbook, class notes, Tour Office study files, and specific books and articles.  
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: artist, title, date, country.)

**Questions and Activities:** (Develop at least three open-ended questions for this object.)

**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.)

**Copy this page for each object to be used on your tour.**

**Object #**

**Questions and Activities**

**Key points:**

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*Transition:*

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**INTRODUCTION:** Now that you have organized the body of your tour, you are ready to go back and write the introduction. Provide a warm welcome to visitors, introduce yourself, give a general introduction to the museum, and discuss museum rules. Then clearly state the theme and goals of the tour and give a short preview of what will be learned/discussed.

**CONCLUSION:** Use your conclusion to summarize the key points of your tour/theme and recall a few of the objects seen. Also give your audience ideas for future learning, identify any new skills the group may have learned on the tour that can be applied in other learning situations/museum experiences, and encourage them to return for further exploration.