

Brief Tour Planning Worksheet for Group Tour

Group Names: _____

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.

ORGANIZATION: (Order your 7-8 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 _____

Transitions: (1-2 sentences to transition between one object and the next, keeping your theme alive and allowing your audience to make connections between objects.)

Transition between 1 and 2:

Transition between 2 and 3:

Transition between 3 and 4:

Transition between 4 and 5:

Transition between 5 and 6:

Transition between 6 and 7:

Transition between 7 and 8:

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.