

Hello \_\_\_\_\_,

My name is \_\_\_\_\_, and I'm the lead docent for your Mia tour at

\_\_\_\_\_ AM/PM on \_\_\_\_\_. I'm looking forward to your tour!

To help provide the best possible tour experience, I had a few questions before your tour:

- What grade levels will be attending the tour?
- Are there any specific objects or cultures you would like included on the tour?
- Are there special accommodations required for any of the students attending?
- Who is our contact on the tour day? (Please provide a cell number, if possible.)
- Will you be staying for lunch or self-guided tours? Are multiple groups at different tour times coming on one bus?

When coming to the museum,

1. Please have children wear nametags with large legible first names so we can best engage them.
2. Please divide students into groups (maximum of **15** students per group) before arriving at the museum, with at least one adult chaperone assigned to each group.
3. If weather permits, please leave the coats on the bus.
4. Arrive at the Third Avenue entrance, and have students wait on the bus while one contact from the school checks in with the school tour coordinator inside the Third Avenue doors.
5. Refer to the Mia Tour Guidelines, included in your tour confirmation, and let me know of any questions you have regarding the additional guidelines.

We look forward to sharing the treasures of Mia with your students! Please feel free to contact me with any questions or concerns. Thanks for choosing our museum for your field trip!

Best regards,

Mia Docent

(include your email and phone number)