

Collection in Focus Guide

Checklist for School Group Tours

1. Call or email the school contact promptly after receiving tour confirmation

- ✓ Confirm the date, time and number of students on tour

- ✓ Ask if any accommodations required

Ask them...

- ✓ to meet you in the Fountain Court for special exhibitions and in Target Atrium (first floor) for all other school group tours.

- ✓ to divide into groups of 15 *before* arriving at the museum with one adult chaperone assigned to each group

- ✓ to have children wear nametags with large legible first name

- ✓ to, if weather permits, to leave their coats on the bus

- ✓ to refer to the handout "Guidelines for a Great Museum Visit"

Gather as much information as you can about the group without imposing on the contact person's time

- ✓ Is anything else planned for the day, before or after the tour?

LEAD GUIDE responsibilities for groups with more than one guide assigned. Lead Guide is designated on the tour confirmation as the first name listed in bold.

1. Call all guides assigned to the tour at least one week to ten days before the tour

- ✓ Share pertinent tour information

- ✓ Coordinate and assign tour routes (eg. start on second floor east and move west, or start in G259...)

- ✓ Arrange to meet 10 to 15 minutes before your tour to discuss last-minute arrangements

2. The day of your tour

- ✓ Greet your tour group (in the Fountain Court for special exhibitions and in Target atrium for all other school groups).

- ✓ Distribute evaluation forms

- ✓ Introduce and assign guides to tour groups

- ✓ If school arrives late, establish the tour end-time and inform all guides.

Procedure: The group is ten or more minutes late, confer and confirm with the school and all guides to determine your tour plan (e.g. return at the originally scheduled time and shorten the tour, or extend the tour end-time). Most school busses run on a tight schedule and cannot alter their schedule. If the group is very late, guides should wait for 40 minutes before leaving and VMS.

All guides are responsible for checking the galleries for changes and referring to the weekly schedule for tours and events taking place in the museum.