

Example of a letter sent for a multi-visit tour, 1.8.25

Dear XX,

I'm writing to introduce myself as the Multi-visit Lead Guide for the Somerset Art Adventure tours in January. We're trying to streamline our process by having one primary Lead Guide for all of the tours at a given school. I hope this eases communications for your staff as well as our guides. I know that Somerset School has been a previous Art Adventure School so I'm sure you know the basics about the tour. Just a review:

1. Have students wear clearly legible name tags so we can better engage with your group.
2. Before arriving at Mia, divide students into groups of 15 or fewer. Assign at least one chaperone to each group.
3. Weather permitting, leave coats and jackets on the bus. (We will have large bags for winter wear if the day is too cold for the quick dash across the courtyard.)
4. A link to social narratives and short pre-visit videos in English, Spanish, and Somali is available on Mia's website, at this url:
<https://new.artsmia.org/programs/tours/school-tours>

We will need to know the number of students and grade level for each tour and which groups include students who need special accommodations. We also need a contact person for each tour day, including a phone number, if possible. I will pass this information on to the guides assigned to each day. I hope it will be easy to simply type in the needed information directly into this email.

January 7 10:00

Number of students: Grade level: Accommodations?

January 7 12:00

Number of students: Grade level: Accommodations?

January 8 10:00

Number of students: Grade level: Accommodations?

January 8 12:00

Number of students: Grade level: Accommodations?

January 9 10:00

Number of students: Grade level: Accommodations?

January 9 12:00

Number of students: Grade level: Accommodations?

January 10 10:00

Number of students: Grade level: Accommodations?

January 10 12:00

Number of students: Grade level: Accommodations?

January 14 10:00

Number of students: Grade level: Accommodation?

If it would seem more efficient to provide all of this information in a phone call, you can reach me at xxx. And of course, please contact me if other questions arise.

We are looking forward to sharing the treasures of Mia with Somerset's students! Thank you for choosing Art Adventure!

Best regards,

Naomi Haugen
Mia Volunteer Guide