

Hello _____,

My name is _____, and I'm the multi-visit lead guide for your upcoming Mia tours, the first of which is scheduled at _____ AM/PM on _____ . We are looking forward to your visits!

For each scheduled tour day, your groups have a lead guide assigned. As the multi-visit lead, I am passing along the information you provide below to the other leads on your subsequent tour days. We have the following dates listed for your visits:

[Insert all the tour dates for the school here]

To help provide the best possible tour experience for all groups visiting from your school, please confirm some information:

- Number of students for each tour day.
- Special accommodations required for any of the students attending. (If you are not attending the tour, please forward this question to whomever is attending from your school.)
- Contact person on each tour day (provide a cell number, if possible).
- Will all groups be staying for self-guided tours?
- If you don't have a lunch space reserved on your confirmation, we unfortunately are unable to accommodate last-minute requests due to limited availability.

Each day you come to the museum:

1. Please have children wear name tags 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. Encourage chaperones to help with group organization.
3. If weather permits, please leave coats on the bus.
4. No food and/or drinks are allowed in the museum galleries.
5. 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. (Note for homeschool groups: communicate that parents separately arriving with students should check in with the school tour coordinator in the Third Avenue entrance.)

6. Refer to the Mia Tour Guidelines, included in your tour confirmation, and let me know of any questions you have regarding the additional guidelines.
7. To help prepare for your visit, a link to social narratives and short pre-visit videos in English, Spanish, and Somali are available on Mia's website, at this url:
<https://new.artsmia.org/programs/tours/school-tours>
8. While we do our best to plan tour routes that avoid any sensitive material for young children, we can not guarantee a route completely free of artworks containing nudity. Before your visit, we encourage teachers and/or chaperones to explain why students may encounter artwork with nudity on the tour of an encyclopedic art museum.

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 Guide

(include your email and phone number)