

Suggested template for initial contact for university tour requestor:

Hello _____,

My name is [you] and I'm the guide for your tour at [time(s)] on [day], [date]. We're looking forward to your "[name of tour]" tour(s)! This virtual tour will include myself and a Mia staff person acting as technical support.

To help provide the best possible experience, I have a few questions:

How many students will be on the virtual tour?

Are students currently learning in-person, remotely, or with a hybrid format?

How do students best respond to questions? Audibly or in the chat?

Is there anything else I should know about the students or the expectations for this tour? (Specific learning accommodations? Technology limitations? Inclusion of certain artworks to connect to their studies?)

[Confirm the details about the digital platform.

- If Mia is providing the Zoom link, let the requestor know they will receive a link a week before the tour from the Tour Office.
- If the tour is on Google Meet or the university's Zoom account, confirm when the link for the tour will be sent to you. Request the link also be sent to staff who are your tour day support, and provide the staff's email. Ask if there is a "day of" phone number that can be used for contact if we encounter issues with the link.]

We look forward to sharing the treasures of Mia with your students! Please feel free to contact me with any questions or concerns. We will follow your tour with an evaluation survey via email. Your feedback is very important to us.

Thank you for choosing Mia for your virtual field trip!

Best Regards,

[Phone and email]