

Hello _____,

My name is _____, and I'm the lead guide for your Mia tour at _____ AM/PM on _____. I'm looking forward to your tour!

To help provide the best possible tour experience, I need to confirm some information before your tour:

- _____ participants are attending the tour.
- Are there any specific artists, artworks, or cultures you would like included? We will do our best to accommodate your requests, depending on what is on view and accessible.
- Are there special accommodations required for any of the participants?
- Who is our contact on the tour day? (Please provide a cell phone number, if possible.)
- If the group is coming on a bus: Are there multiple groups touring at different times?

When coming to the museum,

1. Divide into groups of about 15 before arriving at the museum, if possible.
2. If the group is coming on a bus, disembark at the Third Avenue entrance.
3. Leave coats (if desired) and backpacks at the coat check. Backpacks are not allowed in the museum.
4. Meet your guides in the General Mills (upper) lobby. 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 also have Social Narratives available to help prepare for your visit ([link here](#)).

We look forward to sharing the treasures of Mia with your group! Please feel free to contact me with any questions or concerns.

Best regards,

Mia Guide

(include your email and phone number)