



## Group Visit Form Guided Tours

### Current Exhibit:

1. Guided tours are led by Gallery Educators and will take place within our Art Gallery space in the North Gallery.
2. Each guided tour will last 90 minutes, and will consist of 60 minutes in the Art Gallery, and 30 minutes in an art activity that relates to the current exhibit.
3. Teachers will be instructed to divide their large group into smaller groups of 25 children or less. This can be divided by classroom if possible. Each group should have a teacher and enough chaperones so that there is one adult for every 10 children.
4. A museum staff member will greet the groups in front of the museum. The staff members will discuss museum guidelines, and will provide a general overview of the tour.
5. A Gallery Educator will be assigned to each group. The Gallery Educator will lead the groups through the gallery, and stop at 4 areas in the Gallery for 15 minutes each, for a total of 60 minutes. Gallery Educators will then take the group to our classroom where the art activity will take place.
6. Gallery Educators will interact with students and adults to discuss information about the artwork and activities. Educators will highlight several pieces of artwork in each area.
7. All teachers/group leaders will receive a tour evaluation form in a self-addressed, stamped envelope. Please take time to fill-out this form and return it to the museum. *We value your feedback.*
8. Teachers and group leaders will be provided with a plastic bag to carry student's artwork.
9. Please remind teachers and chaperones that photography is not permitted in the areas that contain artwork. However, photos can be taken in the activity areas.
10. Food and drinks (including water) can be left on the bus or can be temporarily stored in our lobby area.
11. Museum staff is not responsible for lost or stolen items.

**If you wish to speak to a member of the Education Staff, please call Andrea Inman, Education Administrative Assistant at 480-644-4783, or Dena Cruz, Program Coordinator at 480.644.5552.**