

Procedures for Scheduling and Planning School Group Tours

Booking a Tour

If you have not already done so and would like to schedule a tour for your group, please fill out the **Tour Planning Worksheet** available in the education section of our website prior to contacting us. Gallery Tours are guided and usually last between 40 minutes and one hour; however supervised self-exploration time is allowed with pre-planning before or after the guided tour. For available dates and times please visit our [online tour reservations](#) for high demand exhibitions. Contact our Education Department at museumtours@mcfta.org for additional information or to request a date/time currently not available online.

Pre-Tour Orientations for Teachers

We encourage educators to plan ahead for their tour and to consider visiting the exhibit in advance and walking through it with museum staff. This will allow you to formulate pre- and post- lessons and prepare your students for their visit. Please call to arrange this type of visit. Recommended times are after 2:30 pm when most tour groups have left for the day.

Suggested Pre-Visit Discussions: What is a museum? It is a place full of resources, similar to a library. It is a place full of information where you learn new things and to understand our heritage and the great accomplishments of others. It is also a place to view and appreciate the work of artists, scientists and other creative individuals.

Suggested Follow-up Activities: 1) Write and illustrate a story, poem or letter to a friend about the exhibits you saw. 2) If you enjoyed your visit, write a 'Letter to the Editor' or your local newspaper telling about the exhibit. 3) Write a "Thank You" letter to your tour guide.

Educator guides and other resources are often available for your chosen exhibit and may be found on our website at the following link.

www.mcfta.org/EducationResources.html

Upon Arrival

You may be asked to divide your group into smaller groups when you arrive. The number of groups will depend on the size of your group and other groups in the museum at the time of your visit. Each group will be assigned one or more chaperones. **Please, no backpacks. Leave them on the bus or at school.** Lunches (if applicable) will be collected upon arrival and available at your lunchtime.

Education Entrance

A tour guide will meet you at the entrance facing West St. Andrews Rd and the Library. If you arrive prior to your scheduled tour time, please check in at the front desk prior to unloading students.

Please do not enter through the front of Midland Center for the Arts.

Lunch

The museum has indoor lunchroom facilities and there are outdoor spaces to picnic if weather permits. These spaces must be reserved at least one week in advance of your trip (if available). Because these spaces fill quickly, it is best to make your reservation when you book your tour. If your group will be having lunch with us, lunches will be collected upon arrival and redistributed at the lunch hour. We provide tables

and chairs, however, if your group is large, some of the students may have to eat picnic-style on the floor. Please have your group clean up after themselves.

Chaperone Responsibilities (please make every effort to bring the required minimum chaperones)

- Supervise groups of students and making sure they follow the Museum rules.
- Must accompany their groups at all times while they are touring the Museum. Your chaperones' interest and attention adds to your class's tour experience.
- Assist the students and continue to supervise while at lunch or in the restrooms.
- Supervise the students in the gift shop.
- Accompany students to the restrooms and drinking fountains if needed.
- Chaperones are asked not to bring infants or younger children with them, as this can be a distraction for the students and diverts their attention from the group.

Museum Etiquette

- Do not touch or lean against any furniture, walls or items in the galleries on the fourth floor.
- Hall of Ideas is the **only** constant hands-on area of the Museum.
- Food, drinks, gum, and smoking are not permitted in the Museum.
- Stay with the group leader at all times.
- No running is allowed in the Museum.
- Please use indoor voices.
- Indoor photography is not permitted in the galleries on the fourth floor; however photos may be taken in the Hall of Ideas.

Hands-on and photography policies in the fourth floor galleries may be altered depending on the exhibit.

Intermission...
The Museum Store at Your Center

The museum store has a variety of child-friendly and educational products for sale and we welcome **supervised** visitation by school groups. If your students would like to have the opportunity to visit the museum store, please inform your tour guide upon arrival. Pre-planning will help eliminate last minute buying rushes and bus delays. Merchandise will be available with prices ranging from \$1 to \$20. Please inform your students so they may plan accordingly.