

## PRE-VISIT DOCENT TOUR OUTLINE

Tour Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Grade(s)/Ages: \_\_\_\_\_ # of Visitors: \_\_\_\_\_ # of Groups: \_\_\_\_\_

Teacher/Group Leader: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell \_\_\_\_\_

**Teacher Goals/Specific themes:** \_\_\_\_\_

- Explain our **Q & A** touring technique.

**Classroom Prep for Visit?** \_\_\_\_\_

**Is the teacher interested in any of the following activities?**

- \_\_\_\_\_ Films
- \_\_\_\_\_ Art Projects
- \_\_\_\_\_ Writing Activities
- \_\_\_\_\_ Sketching in the Galleries
- \_\_\_\_\_ Gallery Hunts
- \_\_\_\_\_ Multiple Intelligence Activities

*If so, confirm that any additional rooms are available with Diana, arrange for materials and work the activities into your tour plan*

**Chaperones:** How many? \_\_\_\_\_ Remind teacher of our expectations for each chaperone:

- Stay with designated group
- Assist in management of group
- Participate in the tour
- Share the *How to be a Great Chaperone* sheet with them

**Special Needs or Requests?** \_\_\_\_\_

**PLEASE REMIND TEACHER OF THE FOLLOWING:**

- Divide large group of \_\_\_\_ into \_\_\_\_ number of groups of \_\_\_\_ students before arriving.
- Cost per student is \$4 or \$5 with Art Project for Museum Tours. One Chaperone per 10 students is Free. Any additional is \$6 per adult. (prices are difference if they are attending an educational concert or performance)
- Please have students wear large First Name NAME TAGS.
- Leave backpacks, water bottles, coats, and other unneeded items on the bus.

**Our Tour Plan/Gallery Rotations:** (You may want to prepare a card for each docent with details and timing)

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**Chaperone and Teacher Orientation Outline:**

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**Student/Learning Orientation Outline:**

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