DOCENT – TEACHER CONTACT OUTLINE (Updated 2018)

Tour Date ____________________ Arrival ____________________ Departure ____________________

Teacher: ______________________________________________________________________________________

School: _______________________________________________________________________________________

Grade(s)/Age: _____________________________ # Visitors ___________ / ___________ # Groups ____________

Phone: _______________ Phone 2: _______________ email: _________________________________

Teacher’s Goal/Objective: ________________________________________________________________________

Classroom Prep for Visit? _________________________________________________________________________

SPECIAL NEEDS or REQUESTS: __________________________________________________________________

ROTATIONS DURING TOUR

____ Film (Dutmers)
____ Art Project (Janis) [Additional charge $1]
____ Writing Activity
____ Sketching in the Galleries
____ Scavenger Hunt
____ Multiple Intelligence Activities
____ Other __________________________________________

Confirm rooms available depending on the activities planned.

CHAPERONES: How many? ______ Remind teacher of our expectations of each chaperone:
- Stay with group
- Assist with management of behavior
- Participate in tour
- Listen to docent leaders
- Keep cell phones to a minimum or leave area if necessary

REMIND TEACHER:
- Encourage teacher to visit before tour (free admission if a tour has been scheduled)
- Divide group of ____ into ____ groups of equal number BEFORE arriving.
- Use name tags if possible.
- Leave backpacks, water bottles, coats, etc., on the bus if possible.
- Cost per students is $4.00, plus $1.00 for art project.
- One chaperone per 10 students is free. All others will pay admission, $6.00.
- Keep cell phone use to a minimum.

QUESTIONS? Contact Jason Dake, Curator of Education, at 231-995-1029 or jdake@nm.edu

8/10/2018