

**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@nmc.edu](mailto:jdake@nmc.edu)