



# CHAPERONE GUIDE

## GUIDED TOUR VISIT

KALAMAZOO INSTITUTE OF ARTS

### BEFORE YOUR VISIT

Check in with your group leader or trip coordinator regarding school departure, responsibilities during the trip, and expected museum departure time.

Review the Museum Manners with students on the bus and before entering the museum.



### DURING YOUR VISIT

Please stay with your group at all times. Do not allow students to wander away from the group.

Allow students to supply their own questions and answers, and interact with one another and their guide in an appropriate manner.

If your group is participating in an Art Lab, allow students to create their own works of art.

Our docents and gallery attendants may remind your students of the Museum Manners during their tour. Please support them by maintaining consistent communication regarding museum manners.

If students wish to visit the Gallery Shop after their tour, they must enter with a chaperone. Large groups of students (7+) should not be in the Shop at the same time. Only one group of students may be in the Interactive Gallery at a time.

### MUSEUM MANNERS

Please do not touch the art, or lean on the walls or pedestals. A good rule of thumb is to stay an arm's length away from artworks.

During tours, listen to your guide, answer questions, and share your ideas.

Pencils only in the galleries (no pens or markers).

Use inside voices and walking feet.

Avoid using cell phones or other devices during the tour unless you are taking photos of your group). Flash photography is not allowed.

Be respectful of other museum visitors.

Please leave all water, gum, food, large bags and backpacks outside of the galleries." If you are carrying student medical supplies in a backpack, please wear this backpack on your front, or carry it.