# Teacher and Chaperone Checklist

## Before your Visit
- Know your schedule
  - Guided tour times
  - Self-guided exploration in the galleries time and plan
  - Lunch time and location
  - Group departure time

## Upon Arrival
- Bus details
  - Ensure your bus parks in the lot behind Big Y (see map from confirmation email) and where + when to pick up the group.
- Check in
  - One person checks in at the Box Office to pay and receive your group’s gallery admission stickers.
  - All coats, backpacks, and lunchboxes go in the cubbies in the basement.
  - Take a restroom and water fountain break downstairs.

## In the Galleries

### YES!
- Photos (except in Turrell galleries)
- Conversation
- Students’ opinions
- Sketching + drawing the art with pencil
- Questions
- Creativity
- Fun!

### NO WAY, PLEASE!
- Touching the art
- Flash photography
- Self-guided exploration before public opening hours
- Pens or markers
- Food and drink
- Backpacks
- Running + Shouting

## Hungry? Lunch Time!
- At your group’s reserved lunch time, help lead students to designated lunch area – Hunter Mezzanine on the 2nd floor in the long hallway OR outside at the picnic tables.
- Seating in the café is reserved for individual patrons.
- If your group placed a boxed lunch order with Lickety Split, please send one person to the staff at the café to retrieve lunches and pay.

## Large Groups – 40 or more
- Please divide your group into groups of 25 for your guided tour.
- 1 adult for every 10 students is required.
- Please have your group shop in shifts of 25 or less in the gift shop.