

TEACHER & CHAPERONE CHECKLIST

MASS MoCA



Before Your Visit

Know your schedule

- ☐ Guided tour times (if applicable)
- ☐ Self-guided time in the galleries and chaperone plan
- ☐ Lunch plan, time, and location
- ☐ Group departure time

Upon Arrival

Bus Details

- ☐ Ensure that your bus parks in the lot behind Big Y (see map attached) and know where & when to pick up your group.

Check In

- ☐ One person should check in at the Box Office to pay and receive your group's gallery admission stickers.
- ☐ If the group is larger than 30, please have them wait outside the doors (weather permitting) while you check in; then give them their admission stickers outside.
- ☐ All coats, backpacks, and lunch boxes can be stored in the cubbies in the basement of Building 10.
- ☐ Take a restroom and water fountain break in the basement before entering the galleries.
- ☐ Explore the self-guided materials and exhibition brochures in the lobby.

Group Policies

- Please divide your group into groups of ~15 for your guided tour before arrival.
- All students must be accompanied by a chaperone at all times in the galleries.
- Please have your group shop in shifts of ~15 at the lobby gift shop or The Research & Development (R&D) Store.

In The Galleries

- ✓ Photos (except in James Turrell galleries)
- ✓ Students with a chaperone (1 chaperone for every 10 students)
- ✓ Conversation and questions (our staff is happy to discuss the art with you!)
- ✓ Sketching and drawing (pencils only please!)
- ✗ Touching the art or walls
- ✗ Flash photography
- ✗ Student self-guided time without chaperones
- ✗ Pens or markers
- ✗ Food and drink
- ✗ Backpacks or large bags over 8.5" x 11" x 4"
- ✗ Running and shouting
- ✗ Umbrellas
- ✗ Folding chairs

Lunch

- At your reserved lunch time, lead students to the designated group lunch area—either Hunter Mezzanine (Bldg 10, 2nd floor in the long hallway) or outside at the picnic tables.
- Please note that seating in the Lickety Split café is reserved for patrons only and cannot accommodate large groups.
- If your group placed a boxed lunch order with Lickety Split, please send one person to the café to retrieve the lunches and pay.
- If your group did not order ahead of time from the café, please have your group visit the café in shifts of ~10 or less.

Accessibility

- Wheelchairs and gallery stools are available free of charge in the lobby.
- Soundproof headphones are available upon request.
- If you are taking a guided tour, please let our staff know of any accessibility requirements.
- To request accommodations, or guidance regarding accessibility and sensory needs, please contact studentgroups@massmoca.org.

Questions?

MASS MoCA School Programs Team

413.664.4481 x8164

studentgroups@massmoca.org