



### **Student Tour Groups**

Thank you for scheduling a docent-guided tour at the North Carolina Museum of Art. We look forward to your visit! The Student Tour Program manager may be reached at 919 664-6820; the information desk is 919 664-6801.

Tours run approximately 50 minutes. Please arrive 15 minutes ahead of your reservation in order to maximize your tour experience. If you are running late, please call. Groups who arrive late will have a shortened tour in order to finish at the scheduled time; if you are 30 or more minutes late you will lose your reservation.

### **Parking**

The main lot for all vehicles is beside Blue Ridge Road; turn RIGHT directly from Blue Ridge or from our entrance driveway. Handicapped parking is available in the lower lot and on the Plaza, near the east building. Vehicles may not idle on campus.

### **Student Group drop off area**

Turn LEFT from our drive on Blue Ridge Rd and follow the signs toward the east (brick) building. Unload at the marked curb. During inclement weather, buses may unload on the plaza in front of the west (metal) building. Groups may also be directed by a Museum representative upon arrival.

### **Chaperons and Grouping**

A chaperon is a teacher or school-approved adult who ensures that students observe Museum etiquette as specified below. **For touring, groups must divide into teams of 10-15 with at least 1 and not more than 2 chaperons; groups are determined before arrival.** We suggest you make color-coded nametags for the students to help ensure that you start your tour organized and on time.

### **Communication**

A Museum docent who has been assigned to your tour will contact you 2 weeks in advance to confirm details. Please reply, even if you have nothing to add. You may request specific works of art but may not change your tour theme or add to the number of students on the tour without a written confirmation from the Student Tour Programs manager.

## **Museum Etiquette**

- **leave backpacks in your vehicles**
- **do not touch art, walls, or pedestals in the galleries or outdoors**
- **always allow a safe space between you and works of art**
- **do not run or walk backwards in the galleries**
- **dispose of gum before entering galleries**
- **food and drink are not permitted in the galleries**
- **stay in your groups, visit the Museum Store one group at a time**

## **Getting the most out of your Tour**

- **preview our collection on ArtNC (see below)**
- **be curious, practice alert looking**
- **ask questions and make comments by raising your hand**
- **stay close to your docent in the galleries**
- **only use a cell phone or camera after your tour**

**Photography is prohibited in the East Building and where prohibited by signs.**

**Strollers are allowed in either building. Please allow a safe space between strollers and works of art.**

There is no indoor facility for student groups to eat lunch or conduct a hands-on activity. Picnic tables are behind the east building near the Park trail entrance. All tables are available on a first-come basis.

## **Inclement Weather Policy**

**When Wake County Public Schools are closed or delayed, guided tours are canceled.**

Jennifer Coon, Student Tour Program manager

(919) 664-6820

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Preview the collection on ArtNC: [www.ncartmuseum.org/artnc](http://www.ncartmuseum.org/artnc)

More visitor Information: [http://ncartmuseum.org/visit/plan\\_your\\_visit/](http://ncartmuseum.org/visit/plan_your_visit/)