

Checklist for a Guided School or Youth Group Visit to the North Carolina Museum of Art

Four or more weeks before your visit:

- **Schedule your visit** by completing a [tour request form](#). Reservations are taken on a first-come, first-served basis, so scheduling in advance is encouraged. Reservations are not final until confirmed by email.
- **Visit the NCMA a few weeks in advance of your trip** to identify works that relate well to your curriculum, and to confirm locations. If you still have questions, call Jen Coon at (919) 664-6820 for support.
- **If you can't visit the Museum before your group's visit**, go to [NCMA Learn](#) to see works in the Museum's collection.
- **Finalize your numbers and email them to Jen Coon. If you're unsure about how many students are coming, estimate higher, not lower.** We schedule volunteer docents/guides according to the number of students. Not all tours can accommodate large groups, and some dates are busier than others. We try to maintain a 1:10 docent to student ratio to support good conversations in the galleries and to help protect the art on display. If your group increases in size after confirmation, we cannot guarantee that we can get additional docents for your group.

Two weeks before your Museum visit:

- **Notify us** if your group size is reduced by 10 or more students so that we may adjust the number of docents. As stated above, we may not be able to accommodate additional students without four weeks' notice.
- **Check your email confirmation** for date and time.
- **Review the Group Orientation Map** showing where to line up before your tour; additional gallery maps are found at [Plan Your Visit](#).
- **Plan group divisions** with at least one chaperon per group.
- **Create an itinerary** including your arrival, parking, gallery routes, outdoor lunch location, meeting place, and departure.
- **Prepare** student name tags.
- **Discuss** a work or two from [NCMA Learn](#) that students will likely see on their visit.

A few days before your Museum visit:

- **Share [these guidelines](#), your itinerary, and the map** with chaperons and fellow teachers.
- **Set clear expectations** by presenting the PowerPoint in the *Preparing for Your Visit* bar in the [Student and Youth Group Tours area of the Tour web page](#).

Bring with you the day of your tour:

- **Name tags** for your students (first names only, please)
- **Emergency forms**
- **Medical backpacks** to be worn on the chest or shoulder (not protruding from the back, please)

- **List of students/youth** divided into groups with designated chaperons
- **Driving directions and parking information**; see [this map](#)
- **Pencils, not pens** for sketching or writing

If your group is running late, call the relevant Museum Information Desk. For tours of West Building (most of the permanent collection): **(919) 664-6801**. For tours of the African art collection or special exhibitions in East Building: **(919) 664-6886**

Visiting the Park?

If you're walking through the Park, give your chaperons this [Park map](#) or get some at either Information Desk.

Leave these on the bus, please:

- Coolers with food and drink, unless needed for medical purposes
- Backpacks
- Tripods and monopods
- Selfie sticks

Thank you for planning a trip to the North Carolina Museum of Art. We look forward to seeing you at the Museum!