

Checklist for a Self-Guided 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](#). Why? Because we can tell you when the galleries will be busy with guided groups that may influence how much access you'll have to what's on view. Reservations are not final until confirmed by email.
- **Ask the tour coordinator to email suggested self-guided activity options.**
- **Visit the NCMA a few weeks in advance of your trip** to review your itinerary, identify works that relate well to your curriculum, and confirm locations. To get answers to questions that arise during your preview, call Jen Coon at (919) 664-6820.
- **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 the tour coordinator.

Two weeks before your visit:

- **Check your email confirmation** for date and time.
- **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.
- **Review the gallery maps** found at [Plan Your Visit](#).

A few days before your Museum visit:

- **Set clear expectations by sharing [these guidelines](#), your itinerary, and maps** with chaperons and fellow teachers.
- **Discuss a work or two** from NCMA Learn that students will likely see on their visit.

Bring with you the day of your visit:

- **Emergency forms**
- **Medical backpacks to be worn on the chest or carried on the shoulder** (not protruding from the back, please)
- **Your list of students** divided into groups with chaperons
- **Driving directions**
- **[A map of the Museum campus](#)** and an understanding of where to drop off your students and where to park

If you are doing a scavenger hunt or sketching in the galleries, please bring:

- **Pencils**, not pens. (Accidental pencil marks are much easier to remove than accidental pen marks. No crayons, charcoal, or cray-pas allowed.)
- **Clipboards** for writing; visitors will be asked to avoid using the walls as a support.

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!