



Tour Day Logistics

PRE-TOUR CHECK IN

1. Please arrive no later than 9:30am – plan to stay until noon
2. Review the touring map to confirm your stations
3. Check in with your fellow docents and discuss flow plan

SCHOOL ARRIVAL

1. When the school arrives Dee Riley will greet the school, confirm the class size and ask if there are special needs. She will then ask the teacher and chaperones to take students to the restroom and when they are ready assemble at the bottom of the stairs to wait for the docents.
2. Dee will then announce the school's arrival to the docents. The day head will go and meet the teacher so they can discuss what the students are learning in class, if they have been prepared for the visit, or information that would help the docents during their tour. The day head will also ask the teacher to divide the students into 10 groups.
3. The day head will then come back to the touring docents and share the information learned from the teacher. Docents will go immediately outside and meet the groups. The day head will facilitate pairing the docents with the groups.

DOCENTS MEET THEIR GROUPS

1. After the day head pairs a group with a docent, the docent will lead their group to the patio area in front of the Munger.
2. This is the time to bond with the students. Find out names, interests, what they are learning in class, perhaps introduce the idea of KWL- What do I know? What do I want to know? What did I learn? You have 10 minutes for this activity.
3. Set expectations for the students. This is a good time to review museum manners. Talk about what they will do on the tour and how the group will be looking, discussing and learning about the art work in the gallery.
4. Set expectations for your chaperone. Ask the chaperone to be an extra set of eyes and ears for you. Remind them to turn off their cell phones and to stay with your group. Sometimes our chaperones want to participate in discussions with the students, remind them that the tour is for the students.
5. At the end of 10 minutes, the day head will signal the groups to walk over to the American Galleries via the path next to the Munger. When all the groups have assembled in front of the



Erburu entrance, the day head will release the groups to enter the gallery. You will have 5 minutes for the walk over.

6. Timing will start when all of the groups are in the gallery.

TOURING LOGISTICS IN THE VSSGAA

K-3

Gather outside main doors to VSSGAA and wait for day head to signal OK to enter gallery

Introduction + Stop 1 + Transition (10:15-10:25)

Stop 2 + Transition (10:25-10:35)

Stop 3 + Transition (10:35-10:45)

Stop 4 + Conclusion/Wrap Up (10:45-10:55)

Walk back on route of your choice (10:55-11:10)

4-12

Gather outside main doors to VSSGAA and wait for day head to signal OK to enter gallery

Introduction + Stop 1 + Transition (10:15-10:30)

Stop 2 + Transition (10:30-10:45)

Stop 3 + Transition (10:45-11:00)

Stop 4 + Wrap up/Conclusion (11:00-11:15)

Walk back on route of your choice (11:15-11:30)

Direct the students to wait on the benches in front of the Pavilion until all of their class members have arrived. Please stay with your group until the teacher arrives.

- If your school is late and you have less time, the day head will shorten the stops accordingly.
- It is your responsibility to monitor your time at each stop. It is essential that you respect your colleagues and not stay longer at a post if you haven't secured it previously on the map.



- Up to two groups can be in a room at the same time, provided they are both respectful of one another.
- At each stop, you can choose to look at a single object or a cluster of nearby objects in the same room.

Day Head Responsibilities:

1. The Day Head is responsible for the management of the touring day.
2. Confirms the various stations with the touring docents.
3. Meets with the School Programs Coordinator on the morning of touring and informs her of the number of docents touring.
4. When instructed by the School Programs Coordinator, meets with the teacher to discuss special interests of the class, what the students are learning and if the teacher has prepared the class for the visit.
5. Shares information that is learned from the teacher with the touring docents.
6. Facilitates the pairing of the docents with the touring groups.
7. Facilitates the movement of the docents and students to the gallery. When arriving at the gallery releases the groups into the gallery.
8. While docents are touring, is available to problem solve.
9. Ensures all groups are out of the gallery-K-3rd by 10:55am, 4th -12th by 11:15am