

# Prepare for Your Guided Museum Tour

**MILWAUKEE  
ART  
MUSEUM**

**Thank you for scheduling a tour at the Milwaukee Art Museum. Below is information to help you plan and enjoy your upcoming visit.**

## Before the Visit

**SCHEDULE TRANSPORTATION** well in advance. Account for the appropriate travel time to begin the tour at the confirmed time.

**RECRUIT CHAPERONES** at a ratio of at least one teacher/adult for each group.

**ORGANIZE GROUPS** of students to match the number of docents indicated in the conformation email and create student nametags.

**INTRODUCE TOUR THEME** and visitor guidelines to students and chaperones. (See student and chaperone guidelines attached.)

**SUBMIT PAYMENT** and final headcount, including students and chaperones, two weeks in advance to the Tour Administrator.

### Check by Mail

Milwaukee Art Museum  
Attn.: Group Tours  
700 N. Art Museum Drive  
Milwaukee WI 53202

### Credit Card by Phone

414-224-3842

**RESCHEDULE OR CANCEL** at least 1 full week prior to your visit by contacting the Tour Administrator.

**EATING LUNCH** is allowed outdoors on the Museum campus, weather permitting. The Museum does not have facilities for students to eat indoors. Keep large bags and lunches on the bus if possible.

## Arrival and Entrance

**ARRIVE** at the Museum's group entrance within 15 minutes of the scheduled time, unless otherwise directed. Late arrivals up to 15 minutes will have a shortened tour. Groups more than 15 minutes late will have a self-guided tour. Please report any schedule changes to the Tour Administrator.

**WAIT** on the bus until a staff member or docent greeter guides groups off and pairs them with a docent educator.

**PARK** buses at the south end of Art Museum Drive or other public locations. Personal vehicles will be subject to parking rates at nearby garages.

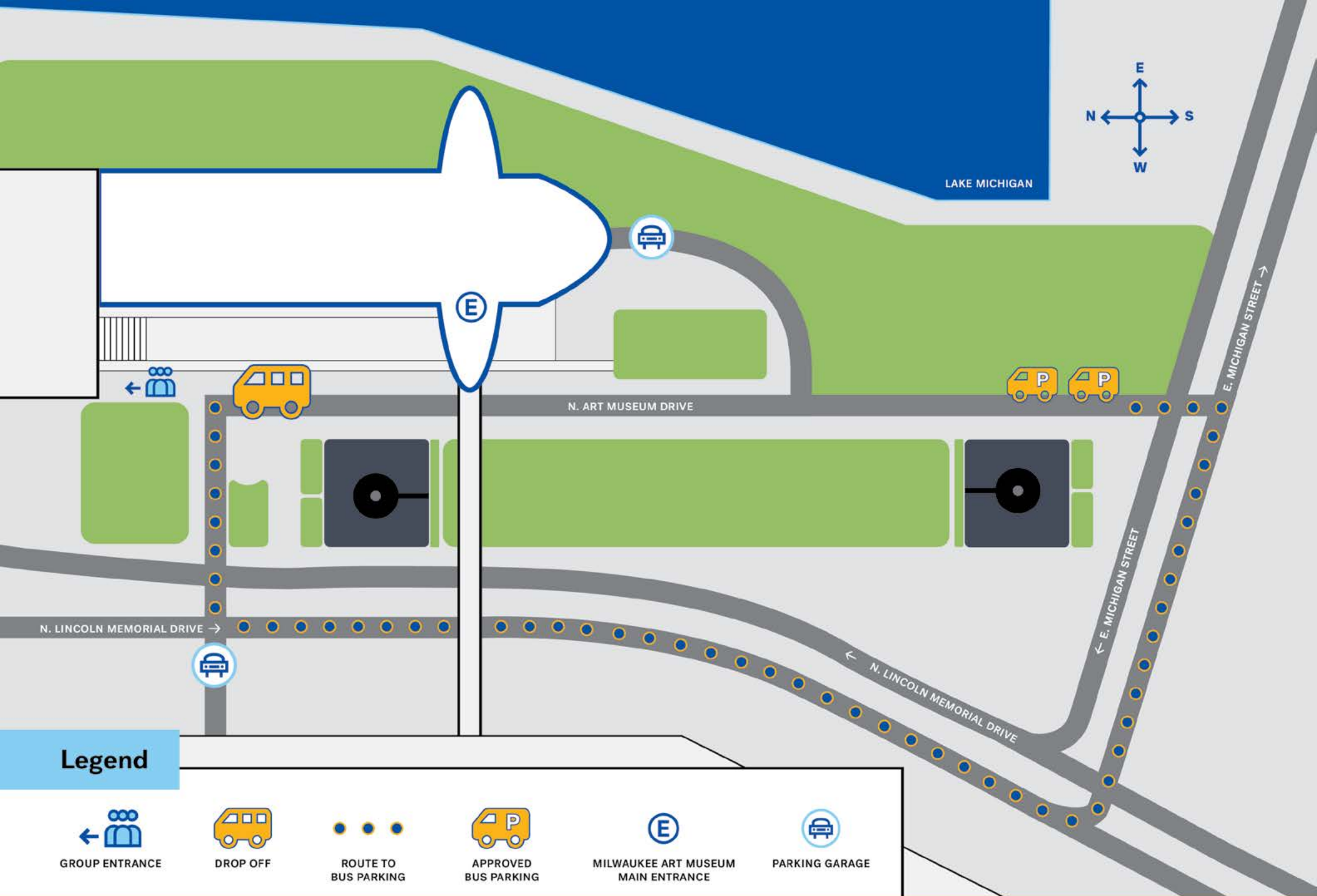
## After the Visit

**FIND ACTIVITIES** at [mam.org/teachers](http://mam.org/teachers). Resources include additional lesson plans, videos, and more to continue exploring art in your classroom.

**FREE FAMILY PASSES** will be given to a teacher on the day of your tour. Please share them with students so they may return with their families.

**GIVE FEEDBACK** about your tour experience. [Fill out this survey](#) to receive a 10% discount in the Museum Store and a free poster.

**TOUR ADMINISTRATOR CONTACT | 414-224-3842, [GROUPTOURS@MAM.ORG](mailto:GROUPTOURS@MAM.ORG)**



### Legend



# Student Guidelines

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ART  
MUSEUM



## STAY TOGETHER

The Museum is a big place. Stay with your group and follow the docent's and chaperone's directions.



## PROTECT THE ART

Stay an arm's length away from art, glass cases, and walls. Please leave backpacks, food, drinks, gum, pens, and markers on the bus or at the entrance.



## BE KIND

Listen to docents, chaperones, and classmates. Walk with your group and use inside voices.



## BE CREATIVE

Ask questions and share ideas. Use a pencil to draw or write in a sketchbook.

# Chaperone Guidelines

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## Stay Together

Keep your group together, and help students follow the docent's lead and directions.



## Protect the Art

Stay an arm's length away from art, glass cases, and walls. Take pictures without flash. Leave food, drinks, gum, and large backpacks on the bus or at the entrance.



## Monitor Behavior

Remind students to show respect for each other and other visitors by using inside voices and walking through the galleries.



## Be Engaged

Tuck cell phones away and be present with the group. Encourage students to ask questions and share ideas. Answer questions and share your ideas in conversation too!



## Encourage Creativity

Pencils and sketchbooks are encouraged. Please leave pens and markers on the bus or at the entrance.



## Ask for Help

Security and Visitor Service staff can help if you need assistance with directions, first aid, or lost and found.