



KALAMAZOO INSTITUTE OF ARTS

Chaperone Guide

Guided Tour Visit

Before Your Visit

- ◆ Check in with your group leader or trip coordinator regarding school departure, responsibilities during the trip, and expected museum departure time.
- ◆ Review the Museum Manners with students on the bus and before entering the museum.

During Your Visit

- ◆ Allow students to supply their own questions and answers, and interact with one another and their guide in an appropriate manner.
- ◆ Please stay with your group at all times. Do not allow students to wander away from the group. You are responsible for the behavior of the students during their visit.
- ◆ If your group is participating in an Art Lab, allow students to create their own works of art.
- ◆ If students wish to visit the Gallery Shop, they must enter with a chaperone. Large groups of students (7+) should not be in the Shop at the same time. If you see this, please ask students to wait outside of the shop until another student leaves.

Museum Manners For All KIA Visitors

- ◆ Please do not touch the art. A good rule of thumb is to stay an arm's length away from artworks.
- ◆ Use inside voices and walking feet.
- ◆ Pencils only in the galleries (no pens or markers)
- ◆ During tours, listen to your guide and answer questions.
- ◆ Avoid using cell phones or other devices during the tour (unless you are taking photos of your group). Flash photography is not allowed.
- ◆ Do not touch or lean on the walls or pedestals.
- ◆ Please leave all water, gum, food, large bags and backpacks outside of the galleries. If you are carrying a student medical supplies in a backpack, please wear this backpack on your front, or carry it.

Thank you for being a great chaperone!