



KALAMAZOO INSTITUTE OF ARTS

Chaperone Guide

Self-Guided Tours

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.
- ◆ For larger groups, please create smaller groups of 10-15 students.

During Your Visit

- ◆ Allow students to supply their own questions and answers about the artwork.
- ◆ **Please stay with your group at all times.** You are responsible for the behavior of the students during their visit. If needed, remind them of the Museum Manners while inside the galleries.
- ◆ If students wish to visit the Gallery Shop or the Interactive Gallery, 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. Only one group of students may be in the Interactive Gallery at a time.
- ◆ If you get lost or have a question, our security and front desk teams are happy to help you!

Museum Manners For All KIA Visitors

- ◆ Please do not touch artworks or pedestals for the safety of the art and your group (we don't want a canvas or statue to fall on you!) Please stay an arm's length away from the artworks.
- ◆ Pencils only in the galleries (no pens or markers).
- ◆ Use inside voices and walking feet.
- ◆ Taking photos is encouraged, but please remember no flash.
- ◆ Please leave all water, gum, food, large bags and backpacks outside of the galleries. If you are carrying student medical supplies in a backpack, please wear this backpack on your front, or carry it.

Thank you for being a great chaperone!