



CHAPERONE GUIDE

SELF-GUIDED TOUR VISIT

KALAMAZOO INSTITUTE OF ARTS



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 galleries

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



DURING YOUR VISIT

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. Our gallery attendants may remind your students of the Museum Manners.

Interact with the students at artworks. Ask them what they notice, feel, and think.

If you get lost or have a question, our gallery attendants and front desk teams are happy to help you!

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.

MUSEUM MANNERS

Please do not touch artworks or pedestals for the safety of the art and your group. Please stay an arm's length away from the artworks.

Use inside voices and walking feet.

Be respectful of other museum visitors.

Pencils only in the galleries (no pens or markers).

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.