



## Museum Manners for School and Youth Groups

To ensure a smooth field trip, please review this sheet carefully before attending and share with your students.

### For Teachers and Adults:

- Your tour will be confirmed in advance with the Educator. At that time, the staff will let you know about splitting into groups, activities, and lunch. If you have any questions, please feel free to ask at this time.
- Please bring chaperones. We ask to have at least one per ten students. We ask that adults, both teachers and parents, remain engaged in helping students focus throughout their visit.
- As we often schedule multiple tours per day, please make sure that you arrive on time. If you are late by more than 30 minutes without notification, the Museum reserves the right to shorten or cancel your tour.
- Remember that you set the example for how your students will behave. If you are on your phone, talking, or walking to visit other exhibits during the tour, your students will do the same.
- Please let us know **in advance** if you have special requests or needs for your tour. This gives us plenty of time to develop the best program possible and bring in the right staff and volunteers.
- Photographs may be taken on all floors as long as the flash is off. If photography becomes a distraction from the tour, your guide may ask you to save photos for afterwards.
- Please remember that the Museum is open to the public while your group is here. Please help your students maintain a respectful volume and demeanor at all times. Warnings will be administered to groups that have become too loud. If your group is still too loud after multiple warnings, you may be asked to leave the Museum.
- Finally, please respect our building and exhibits. Do not use cases or displays as writing surfaces. Do not bring food or drink of any kind into exhibits. If your group is using lunch space privileges, please make the room is left cleaner than you found it.

### For Students (please familiarize students with these rules beforehand)

- Please stay with your group and keep up with your tour guide.
- Please do not touch the artifacts or cases unless you are told to do so.
- Please do not bring food, gum, or drinks of any kind into the exhibit areas. If you are bringing lunch, please leave all refreshments in lunch space.
- Please raise your hand if you have questions.
- Please do not use the cases as writing surfaces.
- If you are visiting the Gift Shop: Please do not touch unless you intend to buy something. If any items are removed from the Gift Shop without being purchased, your teacher will be notified.