



# School Tours Checklist for Teachers

## Before your visit:

- Review museum etiquette with students and chaperones. Chaperones are expected to supervise students during their visit.
- Plan ahead for transportation and lunch outside the museum. The museum has no group lunch facilities.
- Confirm the number of students and chaperones with the museum in advance.
- Use pre-visit activities to prepare your students for their visit. Visit [education.asianart.org/explore-resources](http://education.asianart.org/explore-resources).
- The lead docent or storyteller assigned to your tour will contact you approximately one week prior to your visit to review pre-visit information and answer any questions. Please make every effort to respond their emails and phone calls.

## On the day of your visit:

- Arrive on time. If you are running late please call the museum at 415-581-3697. Free school tour admission is valid for the designated entry time only. School groups may not enter the museum before the stated entry time.
- For guided tours, docents or storytellers will meet you outside the museum to distribute tickets.
- Try to leave backpacks and large bags at school or on the bus. All bags will be searched up entry.
- All bags larger than 12" by 12" are not allowed in the galleries and must be checked at Coat Check as a group. Any essential supplies that you wish to take into the galleries must be carried in a bag smaller than 12" by 12".
- Encourage students to make the most of their visit by participating in the program activities and asking questions.

## After your visit

- Please complete the school tours evaluation form that you receive from the docent or storyteller.
- Follow-up with your students by implementing post-visit activities.
- Search the Educator Resources section at [education.asianart.org](http://education.asianart.org) for lesson plans, suggested activities, video clips, images , and more.

For more information please visit our website: [education.asianart.org](http://education.asianart.org)

email [schools@asianart.org](mailto:schools@asianart.org)

(415)-581-3697



# Museum Etiquette for School Groups

## For students:

- Do not touch the artwork, pedestals, or display cases. Some objects are thousands of years old, fragile, and/or sacred. Treat them like the precious treasures they are.
- Stay with your group and adult chaperones.
- Food, drink, candy, or chewing gum are not allowed in the museum.

## For Chaperones:

- Stay with the students at all times. The chaperone is expected to ensure the safety and good behavior of the students.
- On guided tours, follow the docent or storyteller's lead. Engage the students and assist with group management.
- Respect other visitors by keeping voices at a conversational volume and walking when in the galleries.
- Please use PENCILS ONLY when writing.
- Non-flash photography is allowed in the museum and collection galleries. There is not photography in the special exhibition galleries.

## For Teachers:

- Request any changes to tour details (number of students, number of adults, start time, etc.) in advance.
- For guided tours: Make every effort to respond to emails and phone calls from docents and storytellers leading up to the day of your tour.
- All bags larger than 12" by 12" are not allowed in the galleries and must be checked at Coat Check as a group. Any essential supplies that you wish to take into the galleries must be carried in a bag smaller than 12" by 12".
- For Self-guided tours: Plan ahead a gallery route, activities, and objectives for your visit. Education Resources are available online at [education.asianart.org](http://education.asianart.org).

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