



# Tour Program: Information for School Groups

Thank you for scheduling a tour at the Fort Wayne Museum of Art! Please read and share the following information with your fellow teachers, students, and chaperones.

If you have any other questions please contact Katy Thompson at [katy.thompson@fwmoa.org](mailto:katy.thompson@fwmoa.org) or 260.422.6467 ext. 321

## Before You Arrive:

- We recommend using our Orientation PowerPoint (found on our website) and accompanying Pre-and Post-Activity list to prepare students for their tour. Conversations about the purpose of an art museum and museum docents are also valuable ways to prepare—what do museums do? What should you expect to see there? **Students should expect to look closely, think critically, and share their thoughts with their docent.**
- Check the “Current Exhibitions” section of [fwmoa.org](http://fwmoa.org) and ask education staff for any available resources. Let us know of any particular topics of interest.
- Discuss museum rules and guidelines, especially our #1 Rule: No Touching!
- **Chaperone Preparation:** Please prepare nametags for chaperones and any teachers who do not have school issued ID's. This helps us know which adults should be involved in the tour group and assists security if a child and adult break off from the group.

## When You Arrive:

- Please tell the guard at the desk how many students and adults you have with you and pay admission if necessary (see below). **All groups are required to pay as a group by cash, credit card, or check.** Checks are payable to the Fort Wayne Museum of Art. If you require an invoice, please let Katy Thompson know and she can provide you with one.
- Backpacks, oversized bags, food, and drink (including water) are not permitted in the galleries. Free lockers are available in the coat room, or you may leave bags in the Learning Center, both at your own risk.  
**Remember: The only writing and drawing utensils permitted in the galleries are pencils.**
- Please remember to keep at least one adult with each group of children when they split up to tour the galleries.
- Photography in the galleries: you may take photos without flash; however, aside from a quick snapshot, we encourage adults to keep their phones off and enjoy the tour!
- 10 students accompanied by 1 adult chaperone are permitted to enter the Paradigm Gallery at a time.

## After You Depart:

- After your visit, please let us know how we did! Your feedback will help us improve and update our programs to better serve teacher expectations. You can find the Tour Program Survey at [bit.ly/fwmoatour](http://bit.ly/fwmoatour).

## Things To Remember:

### How long does the tour last?

Tours last approximately one hour, beginning with an orientation presentation followed by the guided tour in the galleries. Please try to arrive on time as depending on our tour and docent scheduling we may have back-to-back tours, and arriving late may shorten your tour. If you have to cancel your tour please call the museum so we know to no longer expect you.

### Where does the bus park?

Buses should park near the back of the museum lot. If the lot is full, buses can park on Barr Street near Headwaters Park.

### What if students want to come back with family and friends?

FWMoA offers FREE admission to all visitors every Thursday evening from 5pm-8pm. This is a great time for students to bring their families and friends to share what they've learned!

## Admission Fees:

### Free:

Thanks to the generous support of the Lincoln Financial Foundation, tours are FREE for public and private schools located in Allen, DeKalb, Huntington, Kosciusko, LaGrange, Noble, Steuben, Wells Whitley, and counties.

### Charge for all other schools:

**\$6** per student. Teachers and the first chaperone per 5 students receives free admission. Any additional chaperones will be charged at \$6.