



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 Naomi Vanderleest at naomi.vanderleest@fwmoa.org or 260.422.6467 ext. 342

Before You Arrive:

- We recommend using our Orientation PowerPoint (in the FWMoA Teacher Information folder) and accompanying Pre-and Post-Activity list to prepare students for their tour. **Students should expect to look closely, think critically, and share their thoughts with their docent.**
- Let us know the objective of your visit. Check fwmoa.org/exhibitions for what will be on display.
- Discuss museum rules and expectations, especially our #1 Rule: No Touching! 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 will be divided into groups of 10-15 when touring the galleries. Planned number of groups will be communicated when booking. Please prepare groupings ahead of time.

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.
- 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 tools permitted in the galleries are pencils.
- **Chaperone Preparation:** Chaperones will be provided with badges upon arrival. This helps us know which adults are involved and assists security if a child or adult break off from their tour group. Please remember to keep at least one chaperone with each group of children when they split up to tour the galleries.
- Photography Policy: 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** (our museum store) at a time.

After You Depart:

- After your visit, please let us know how we did! Your feedback will help us improve our programs to better serve the community. You can find the School Program Survey at bit.ly/fwmoatour. Share this with all the chaperones in your group.

Things To Remember:

How long does the tour last?

Guided tours last approximately one hour. If you have to arrive late or cancel your tour, please call the museum at (260)422-6467.

Where does the bus park?

Buses can park in the lot behind the museum but should avoid the numbered reserved spots at the back. If the lot is full, buses can park in front of the Arts United Center. Check the bus parking map (in the FWMoA Teacher Information folder) for reference.

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:

Students:

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

Chaperones:

Teachers and first chaperone per 5 students receive FREE admission. Any additional chaperones will be charged at \$8

Charge for all other schools:

\$8 per student. Same chaperone fees (above) apply.

If you require an invoice, notify Naomi Vanderleest in advance and she can provide one.