

## Before Your Visit

- Please read both pages of the enclosed confirmation to verify that you are scheduled for the correct tour, date, and time. If you note any problems with your reservation, please contact us immediately at [studenttours@artic.edu](mailto:studenttours@artic.edu).
- Please check the “Notes” section of your confirmation for payment information and any special instructions for your group.
- Make bus arrangements. Refer to your confirmation to check your arrival time. **Please note that groups will not be admitted prior to the tour time listed on the confirmation.**
- For grades pre-K and kindergarten, one chaperone is required for every four students. For grades 1–2, one chaperone is required for every six students. For grades 3 and up, the museum requires one chaperone for every ten students. We’re sorry, but due to space considerations, adults in excess of this ratio will be charged a \$12 admission fee.
- Ensure that chaperones know their responsibilities and the goals of your field trip. Discuss museum rules (in this pamphlet) in advance with both students and chaperones. Chaperones are responsible for student behavior. **Failure to supervise students may result in the group being asked to leave the museum.**

## Docent-Led Tours

If you are confirmed for a docent-led tour, your students will be led by an educator trained to work interactively with students and the Art Institute’s collection. Docents prepare and design unique tours based on your tour selection and gallery availability.

- The docent will phone or e-mail you about two weeks prior to the tour to find out more about the students, the curriculum you’d like the tour to support, and the ways in which you have prepared students for their visit.
- To help the docents engage students, please have your students wear name tags with their first names printed in large letters.
- To ensure an on-time tour start, divide students into the number of groups indicated on your confirmation sheet under the “Notes” section before you arrive at the museum.
- Distribute any worksheets or assignments **after** your docent-led tour has ended.
- Do not bring infants or toddlers on docent-led tours.
- **Your group is special. Many groups seek docent-led tours and availability is limited. Please avoid canceling by confirming your field trip with your school.**

Dear Educator:

Welcome! Your group has been confirmed for a school visit to the Art Institute of Chicago. Inside this pamphlet you’ll find all the logistical information you’ll need to help your trip go smoothly. However, if you still have questions you’ll find even more information on our Web site: [www.artic.edu/aic/education/tours/index.html](http://www.artic.edu/aic/education/tours/index.html) or you can e-mail your question to [studenttours@artic.edu](mailto:studenttours@artic.edu). We hope you have a pleasant visit and we look forward to welcoming you!

## Teacher-Led Tours

If you are confirmed for a teacher-led tour, you will guide your students through the museum on your own.

- Decide if you will create an assignment for your students to complete in the galleries. If so, students may bring notebooks or folders as writing surfaces and pencils, but remember, **no pens!**
- If at all possible, plan your route in advance by visiting the museum prior to your field trip or accessing a map of the museum online at [www.artic.edu/aic/visitor\\_info/geninfo.html#map](http://www.artic.edu/aic/visitor_info/geninfo.html#map).
- In order to learn more about the Art Institute of Chicago’s collection or to access information about works on view, please visit our Web site at [www.artic.edu/aic/collections/](http://www.artic.edu/aic/collections/). The collections feature of the Web site is updated continuously to reflect current gallery installations.
- Watch the video *See for Yourself: A Day at the Art Institute* with your students online at [www.artic.edu/education/tours/tour\\_video.html](http://www.artic.edu/education/tours/tour_video.html) to prepare them for their museum visit.
- We encourage you to visit the museum’s Elizabeth Stone Robson Teacher Resource Center for information about teaching materials and curriculum ideas.

### Teacher Resource Center Hours

September–December 2008

Tuesday, Wednesday, and Friday, 1:00–4:00

Thursday, 1:00–7:00

Saturday, 11:00–4:00

- Contact the Teacher Resource Center at [trc@artic.edu](mailto:trc@artic.edu) to obtain a teacher pass entitling you to free admission.
- Divide your students into small, chaperone-accompanied groups. Chaperones **must** remain with their groups at all times and are responsible for their groups’ behavior.
- **Remember, always yield to gallery tours conducted by Art Institute docents and staff.**

## When You Arrive (All Groups)

- **Bring your confirmation sheet with you as proof of your reservation.**
- Buses should drop groups off at the Columbus Drive student entrance. This is the only entrance for school groups; students will not be admitted through the Michigan Avenue entrance.
- Check in with the school group greeter in the lobby or at the admissions desk. You will be asked to provide a total number of students, teachers, and chaperones.
- Determine the bus pick-up time with your bus driver and inform the other teachers, chaperones, and docents.

- Bus parking is available at Soldier Field in the East Bus Lot. This is the nearest available parking lot. Please call (312) 747-6858 for bus parking information.
- Leave coats and backpacks on the bus if possible. Limited closet space is available on a first-come, first-served basis. The Art Institute of Chicago is not responsible for lost or stolen items.
- Please remember to return your introductory DVD. (Grades 6 and up)

## While You're Here

### Chaperones (All Groups)

- Familiarize yourself with the Art Institute's rules (below). You are responsible for the behavior of your students while you are at the Art Institute.
- Stay with students at all times, ensuring that they are orderly, courteous, and quiet. Watch for stragglers.
- Decide where you will meet the other groups after your tour and discuss pick-up time with the bus driver.
- Yield to museum staff and docent-led tours in the galleries.

### Rules for Students (All Groups)

- Respect the museum's other visitors. Use a quiet voice when sharing ideas or passing through the lobby.
- Don't touch! Explore with your eyes and imaginations, and help us preserve art for future generations.
- No backpacks are allowed in the museum.
- Please—no gum chewing, eating, drinking, running, flash photography, video recording, cell phones, or pens.
- Writing or drawing pads (smaller than 16" x 20") and pencils must be kept away from art objects, walls, and pedestals. Students may bring notebooks or folders as writing surfaces.
- Sit or stand as you write, but please don't lounge on the floor.

## General Information

### Directions to the Art Institute

#### From I-90/94,

Take the Monroe Street exit east. Cross Michigan Avenue and turn right on Columbus Drive. Enter through the canopied walkway on your right.

#### From Lake Shore Drive

Take the Monroe Street exit west. Turn left onto Columbus Drive. Enter through the canopied walkway on your right.

### Lunch

#### Studio Reservation

- If your group has a lunch reservation in the studios, bring your lunches in *completely disposable containers only*. **No leftover food, drink, or lunch containers may be removed from the studios.**
- Please note the space in the studios is limited, so not all groups that request sack lunches can be scheduled. Please refer to the "Notes" section of your confirmation to verify that a lunch time has been scheduled for your group.

#### No Reservation

- If you have not reserved a lunch space, you may not bring any food into the museum. We are not permitted to store food in the coat closets while you are visiting the galleries.
- You may indicate on the online reservation form that your group will have lunch at the Art Institute's Café. Lunch at the Café costs approximately \$7 to \$12 per person. No sack lunches are permitted in the Café.

#### The Café Hours

Monday–Wednesday, Friday–Sunday, 11:00–4:00

Thursday, 11:00–7:00.

- Please note that the general visitor checkrooms also are unable to check food items.

### Cancellation

- Having a tour is special—we have many more requests for student tours than we can accommodate. However, if you must cancel your tour, please e-mail the Department of Student Programs at [studenttours@artic.edu](mailto:studenttours@artic.edu) at least two weeks prior to your scheduled reservation. Include the name of your school, the date of your visit, and the reason you are canceling in your e-mail.
- Please note that cancellations within two weeks of your scheduled tour will affect your future scheduling opportunities.

# Planning Your School Group Visit



THE ART INSTITUTE OF CHICAGO

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