

Remind 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 imagination and help us preserve art for future generations.
- No backpacks are allowed in the museum.
- No gum chewing, eating, drinking, running, flash photography, video recording, cell phones, or pens are allowed.
- Writing/drawing pads (smaller than 11" x 17") and pencils must be kept away from art objects, walls, and pedestals. Have students bring notebooks or folders as writing surfaces. Heed signs that indicate that writing and drawing are not permitted in certain areas of the museum.
- Sit or stand as you write, but please don't lounge on the floor.

When You Arrive (All Groups)

- Buses should drop groups off at the new Columbus Drive student entrance called the BP Student Esplanade. This is the only entrance for school buses; student groups will not be admitted through either the Michigan Avenue or the Modern Wing main entrances.
- Determine the bus pick-up time with your bus driver and inform the other teachers, chaperones, and docents.
- A school group greeter will meet your bus and direct your group.
- Check in with the school group Greeter at the student entrance. You will be asked to provide a total number of students, teachers, and chaperones.
- Bus parking is available at Soldier Field in the East Bus Lot. This is the nearest available parking lot for buses. Please visit the Soldier Field parking Web site at soldierfieldparking.com or call (312) 747-6858 for bus parking information.
- Groups are not permitted in the Educator Resource Center or the Vitale Family Orientation Room of the Ryan Education Center. If groups have free time after their tour, they must return to the galleries while waiting for their bus arrival.
- Leave coats and backpacks on the bus if possible. Limited storage space is available on a first-come, first-served basis. The Art Institute of Chicago is not responsible for lost or stolen items.

- Bring your confirmation sheet with you as proof of your reservation.

Directions to the Art Institute

- From I-90/94, take the Monroe Street exit east. Cross Michigan Avenue and turn right on Columbus Drive. Turn right into the student entrance driveway at the corner of Monroe and Columbus. Students should enter through the glass doors to the right of the Modern Wing's new, gated garden.
- From Lake Shore Drive, take the Monroe Street exit west. Turn left onto Columbus Drive. Turn right into the student entrance driveway at the corner of Monroe and Columbus. Students should enter through the glass doors to the right of the Modern Wing's new, gated garden.

Lunch

- 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 lunch space is limited, so not all groups that request lunch space can be scheduled. Please refer to the Notes section of your confirmation to confirm that a lunchtime has been scheduled for your group.
- 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 bins 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 Garden Café. Lunch at the café costs approximately \$7.00 to \$12.00 per person. No sack lunches are permitted in the café. Garden Café hours are 11:00 a.m. to 4:00 p.m. everyday.
- Please note that the general visitor checkrooms are unable to check food items.

Cancellation

- Please note that 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 Student Programs department at 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 email.
- Please be aware that cancellations within two weeks of your scheduled tour will affect your future scheduling opportunities.

Planning Your School Group Visit



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 a question after reading it, you'll find even more information on our Web site at www.artic.edu/aic/education/tours/index.html, or you may ask your question via e-mail at studenttours@artic.edu. We hope you have a pleasant experience at the museum, and we look forward to welcoming you!

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.
- Please check the "Notes" section of your confirmation for payment information and any special instructions for your group, such as lunchroom or café reservation confirmation and time.
- 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 through 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 may not be able to join the guided tour and will be charged an \$18.00 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 adequately supervise students may result in the group being asked to leave the museum.**
- Watch the videos *Your Museum Visit* and *Model Gallery Teaching* online at www.artic.edu/galleryteaching and www.artic.edu/yourmuseumvisit with your students to prepare for your field trip. These online videos explain museum rules, provide a preview of what you might see, and help set expectations for your museum visit. You may also use the *Model Gallery Teaching* video to see how docents teach interactively and to help you plan your own interactive teacher-led tour.

Docent-Led Tours

If you are confirmed for a docent-led tour, your students will be led by a docent, who is 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 email you about two weeks prior to the tour to find out more about the students, the classroom 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 nametags 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's tour reservation is special. Availability of docent-led tours is limited and so we ask that you avoid having to cancel by confirming your field trip with your school.**

Teacher-Led Tours

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

- Look online at www.artic.edu/aic/education/trc/lessonplans.html to find a selection of museum self-guides to help you organize your visit, or create your own assignment for your students to complete in the galleries. Note that pencils only (no pens) and paper no larger than 11" x 17" are allowed in the galleries. There are some areas of the museum where writing is not permitted; please heed posted signs. Students should be provided with writing surfaces to complete assignments; students should not use gallery walls, floors, or artwork pedestals as writing surfaces.
- You may 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.
- 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. The collections feature of the Web site is updated continuously to reflect current gallery installations.

- Watch the videos *Your Museum Visit* and *Model Gallery Teaching* online at www.artic.edu/galleryteaching and www.artic.edu/yourmuseumvisit with your students to prepare for your field trip. These online videos explain museum rules, provide a preview of what you might see, and help set expectations for your museum visit. You may also use the *Model Gallery Teaching* video to see how docents teach interactively and to help you plan your own interactive teacher-led tour.
- We encourage you to visit the museum's Crown Family Educator Resource Center for information about teaching materials, the museum's collection, and curriculum ideas.
- The Crown Family Educator Resource Center hours of operation:
Monday, Tuesday, Wednesday, Friday: 10:30–5:00
Thursday: 10:30–8:00
Saturday: 10:00–5:00
- Contact the Crown Family Educator Resource Center at erc@artic.edu to learn how to obtain a teacher pass entitling you to free admission.
- Before arriving at the museum, divide your students into small, chaperone-accompanied groups. Chaperones *must* remain with their group at all times and are responsible for students' behavior.
- **Remember, always yield to gallery tours conducted by Art Institute docents and staff.**

Chaperones (All Groups)

- Familiarize yourself with the Art Institute's rules (in this pamphlet) and model appropriate behavior. 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 with the class's teacher 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.
- Please refrain from using cell phones or chewing gum in the galleries.