

## Guidelines for Tour Chaperones

*Welcome to the Oklahoma City Museum of Art!*

*Thank you for accompanying your group to the Museum today. We are happy you are here and request the following:*

- The Museum requires **2 chaperones for every 15 students**.
- **For docent-guided groups:** Due to tour capacity limits per hour, we may not be able to accommodate additional adults. Additional chaperones over the required limit (2 per 15 students) may self-guide and meet up with the group afterward.
- **For docent-guided groups:** Once a docent-led tour ends, students may self-guide in the galleries but must remain accompanied by chaperones.
- **For docent-guided groups:** Docents and Museum employees are not considered part of your chaperone count. Please make sure you have the required number of chaperones for your group size.
- Chaperones may include teachers, other school faculty members, bus drivers, parent volunteers, and anyone else qualified to volunteer by your school.
- Be sure to count your students before and after you arrive at the Museum.
- It is recommended you break down larger groups before arrival, with 1-2 chaperones for each group of 10-15 students. This applies to both self-guided and docent-guided groups.
- **Please stay with your group at all times!** Students must remain in chaperoned groups before, during, and after your visit, whether in the galleries, Museum Store, or the basement lunchroom.
- Teachers and chaperones are responsible for maintaining discipline as you would in the classroom. Please set a good example for students to model.
- Please familiarize yourself with and encourage students to follow the Museum Manners.
- Please refrain from using your cell phone during the tour. If you need to make a phone call, please **do not leave students unattended** in the galleries.
- Please be sure not to block elevator entrances or staircases.
  - We ask that you limit the number of people taking the elevator to 10 at a time.

Thank you for your participation! We hope you enjoy your visit and look forward to seeing you again soon.

## MUSEUM MANNERS

*Welcome to the Oklahoma City Museum of Art! Please review the following manners with your group and share with accompanying chaperones before your planned visit at OKCMOA.*

- Please do not touch the works of art on view, or touch/lean against pedestals or walls.
  - This includes not touching the Chihuly Tower in the lobby or standing on its concrete bench.
- There are black tapelines on the floors to serve as a visual reminder to keep a 3-foot distance from all works of art.
- Please do not bring food or drinks into the galleries.
  - If your group has plans to eat onsite, please store food and drinks in the lunchroom space before the start of your tour.
- Non-flash photography is allowed in all galleries.
  - For the safety of the artwork, selfie sticks and tripods are not permitted in the galleries.
- Please only use pencils in the galleries.
  - Students are welcome to sketch or work on assignments during their visits.
  - Ink-based writing materials are not permitted in the galleries.
- Please do not run, jump, or skip in the galleries or Museum Lobby.
- Large bags and backpacks will need to remain on the bus or checked into coat check.
  - Exceptions are made for medical bags/backpacks. See the Admissions Desk for a medical sticker.
  - Lockers are available onsite on a first-come, first-served basis.
- Please do not block elevator entrances or staircases.
- If a member of your group requires a quiet space, please speak with a staff member at the Admissions Desk.
  - An adult chaperone is required to stay with all students in the quiet space.
- For P-12<sup>th</sup> grade groups visiting the Museum Store, please send no more than 10 students at a time accompanied by at least 1 chaperone.