

## A CHECKLIST FOR YOUR VMFA SELF-DIRECTED GROUP VISIT

### BEFORE YOUR VISIT:

- Introduce the concept of an art museum.
- Stress that students will be looking at original works of art. Discuss how original works differ from reproductions.
- Help students understand the value of open attitudes toward art and new ideas; encourage them to make their own observations, ask questions, read labels, and discuss their thoughts.
- **Student groups must always be accompanied by adults in the ratio of 1 adult to every 10 students.**
- Familiarize your chaperones with the objectives and structure of the visit. Inform the chaperones that gallery space is limited. If a gallery is occupied, please visit another gallery.
- Call your transportation coordinator to ensure that the bus will be available to pick up your group at the appropriate times.
- Remind students to be courteous of other visitors and guided tour groups. Ask students to keep voices at a conversational level and stay with their group.
- Remind students not to touch works of art in the Museum.

### WHEN YOU ARRIVE AT THE MUSEUM:

- Check in at the Student Group Entrance and give the total number of students and adults.
- Make sure every chaperone knows where his or her group will start and what time the visit will end.

### AFTER YOUR VISIT:

- Visit the gift shop in groups of 8-10 students at a time with an accompanying adult. Allow at least 15 minutes for each group to shop and make purchases. Gift Shop hours: 10am – 5pm Mon- Fri; Thurs & Fri until 9pm.
- **Please let us know how your students have been inspired by VMFA! Visit our tumblr page and submit images of student works at: <http://vmfaeducation.tumblr.com/>**
- Strengthen students' observational skills by discussing their favorite work of art on the way back to school or in the classroom. Encourage them to visit VMFA again with their family!

### PLEASE REMEMBER:

- **One chaperone is required for every 10 students. Chaperones must stay with the group at all times.**
- Remind students **not to touch** works of art, the walls, platforms, or cases in the Museum. Only with their help can the Museum preserve objects for future generations.
- **Food, beverages, gum, backpacks, water bottles, and umbrellas are not allowed in the galleries; these items should be left on the bus.** Items that are brought in must be left in the self-check Student Coat Room. Valuable items can be left at the Coat Check near the main entrance.
- Non-flash photographs are permitted *of the permanent collections only*; self-contained video cameras without additional lighting or tripods are also permitted.
- **Pencils only** may be used in the gallery. No pens please. If you prepare worksheets for your students, please notify the Tour Services department ahead of time.
- Students may explore the gardens, hills, ramps, stairs, and outdoor areas in an orderly fashion. Please remind students that there are works of art in the sculpture garden and they are for viewing only, no climbing please.
- **Packed bag lunches are allowed** on Museum grounds. Designated spaces are the top of the sculpture garden (the Belvedere) or under any of the large trees. Please make sure all members of your group pick up after themselves. Picnic facilities are also available in Byrd Park, just a five-minute drive from the Museum.
- VMFA Best Café is open 10 am – 4:30 pm. Menu items are à la carte and range in price from \$4.00 - \$8.00 (sandwiches, hot dogs, BBQ, soup, pizza). Packed bag lunches are not permitted in the Café.
- If you would like to reserve an indoor space for your students to eat, please call 340-1590. Please note: space is limited, not all requests can be honored and bag lunches are not permitted inside unless the lunchroom is reserved.
- **The Museum opens to the public at 10:00 AM.**

**Questions? Please call VMFA Tour Services at 804.340.1419**

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