A CHECKLIST FOR YOUR SELF-DIRECTED
VISIT TO *CHIHULY AT THE VIRGINIA MUSEUM OF FINE ARTS*

BEFORE YOUR VISIT:

- Be sure you have secured your tickets for the exhibition. Tickets will either be emailed to you or kept at the Student Group Entrance and handed out prior to entrance into the exhibition.
- **Payment and guarantee number are required at least 14 days in advance of your visit to secure your reservation. Payments may be made by check or credit card. For credit card payments, please call Tour Services at (804) 340-1419. Checks may be mailed to VMFA, Attn: Tour Services, 200 N. Blvd, Richmond, VA 23220.**
- Please plan on arriving **at least 10 minutes** ahead of time to pick up your tickets and enter the museum during your allotted time slot.
- Make sure you have appropriate parking information. Information can be found at www.vmfa.museum. Click on "Visit."
- Remind students not to touch works of art in the Museum and outdoor Sculpture Garden and to be courteous of other visitors and guided tour groups. Ask students to keep voices at a conversational level and stay with their group.
- **Student groups must always be accompanied by adults in the ratio of 1 adult to every 10 students.**
- Familiarize chaperones with the objectives and structure of the visit.
- Call your transportation coordinator to ensure the bus will be available to pick up your group at the appropriate times.
- Access a floor plan of the exhibit as well as label text: http://www.vmfa.museum/Learn/Educators/Self-guided_Tours.aspx
- Visit the official Chihuly website for great information: www.chihuly.com

WHEN YOU ARRIVE AT THE MUSEUM:

- Check in at the Student Group Entrance.
- Make sure every chaperone knows where his or her group will start and what time the visit will end**.**
- Visit the gift shop in groups of 8-10 students at a time; always have an adult with your group. Allow at least 15 minutes for each group to shop and make purchases. Gift Shop hours: 10am – 5pm Mon - Fri; Thurs & Fri until 9pm.

AFTER YOUR VISIT:

- **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/**
- Promote students' observations 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 group at all times.
- Remind students **not to touch works** of art 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 must be left on the bus**. Packages and bags larger than 16 x 13 x 9 inches must be left on the bus or checked in student coat check.
- Photographs are NOT permitted *in this exhibition*. Non-flash photography is only allowed in VMFA's permanent collection.
- **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, but not in public museum areas. 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 a private inside space for your students to eat, please call 340-1590 or email specialevents@vmfa.museum. 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 contact VMFA Tour Services at tourservices@vmfa.museum or 804.340.1419

Get updates on educational programming by following us on Twitter: @VMFAEducation