

Checklist for a Guided School or Youth Group Visit to the North Carolina Museum of Art

Four or more weeks before your visit:

- **Schedule your visit** by completing a [tour request form](#). Reservations are taken on a first-come, first-served basis, so scheduling in advance is encouraged. Reservations are not final until confirmed by email.
- **Visit the NCMA** a few weeks in advance of your trip to identify works that relate well to your curriculum, and to confirm locations.
- If you can't visit the Museum before your group's visit, **go to [NCMA Learn](#)** to see works in the Museum's collection.
- **Finalize your numbers** and email them to the Tour Assistant (tours@ncartmuseum.org). If you're unsure about how many students are coming, estimate the higher number. We schedule volunteer docents/guides according to the number of students. Not all tours can accommodate large groups, and some dates are busier than others. We try to maintain a 1:5 docent to student ratio to support good conversations in the galleries and to help protect the art on display. If your group increases in size after confirmation, we cannot guarantee that we can get additional docents for your group.

Two weeks before your Museum visit:

- **Notify us if your group size is reduced** by 5 or more students so that we may adjust the number of volunteer docents. As stated above, we may not be able to accommodate additional students without four weeks' notice.
- **Check your email confirmation** for date and time.
- **Review the Group Orientation Map** showing where to line up before your tour; gallery, campus, and park maps are found at [Plan Your Visit](#).
- **Plan group divisions** with at least one chaperone per group of 5-6 students.
- **Create an itinerary** including your arrival, parking, gallery routes, outdoor lunch location, meeting place, and departure.
- **Prepare** student name tags.
- **Discuss** a work or two from [NCMA Learn](#) that students will likely see on their visit.

A few days before your Museum visit:

- **Share** these guidelines, your itinerary, and the map with chaperones and fellow teachers.

Bring with you the day of your tour:

- **Name tags** for your students (first names only, please)
- **Emergency forms**
- **Medical backpacks** to be worn on the chest or shoulder (not protruding from the back, please)
- **List of students/youth** divided into groups of 5 with designated chaperones
- **Driving directions** and parking information; see this [map](#)
- **Pencils**, not pens for sketching or writing

If your group is running late, reach out to the Lead Docent with whom you should have already communicated, or to the Help Desk at help@ncartmuseum.org or 919-715-5923.

Visiting the Park?

If you're walking through the Park, give your chaperones this Park map or get some at the East Building Information Desk.

Leave these on the bus, please:

- Coolers with food and drink, unless needed for medical purposes
- Backpacks
- Tripods and monopods
- Selfie sticks

Thank you for planning a trip to the North Carolina Museum of Art. We look forward to seeing you!