

## STUDENT AND YOUTH GROUP TOURS

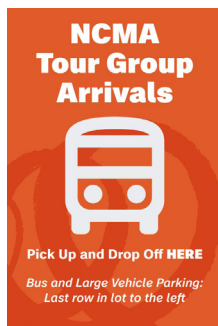
# *Know before You Go*

Thank you for choosing the North Carolina Museum of Art's tour program. This document contains useful reminders to help make your visit to the NCMA as smooth as possible. Please share this document with all teachers, chaperones, or group members who plan to attend.

If you have any questions, please reach out to tour program staff at [tours@ncartmuseum.org](mailto:tours@ncartmuseum.org).



## YOUR ARRIVAL



Please plan to arrive 15–20 minutes in advance of your tour. This gives our staff and docents ample time to show you the locations of restrooms and free lockers and to make any other necessary provisions for your group.

Your group can be dropped off at this sign at the edge of Gibson Plaza.

## WHERE TO PARK

Review our campus map. The parking area behind West Building is suggested for tour groups. Designated large vehicle parking for buses and shuttles is located in the farthest row of this lot. Passenger cars can make use of the parking area's other spots.

## MEETING YOUR DOCENT

Your docent(s) will meet you in the Education Lobby in East Building. You can enter the lobby directly from Gibson Plaza—please follow the signs. Tour program staff and docents will assist you in locating restrooms, storing personal items as needed, and dividing students into smaller groups. Groups should be no larger than 10 students.

Groups that arrive more than 20 minutes late are not guaranteed a guided tour.

## INCLEMENT WEATHER

In inclement weather we ask that you meet your docent at the entrance of West Building. On-site wayfinding will direct you to the correct place.

## ENJOYING LUNCH AT THE NCMA

You are welcome to bring bag lunches to eat during your NCMA visit. There are several spaces available outside to eat as a group.

If you or your students plan to eat at either of the cafés, you can review menus at [ncartmuseum.org/visit/dine](http://ncartmuseum.org/visit/dine).

## VISITING THE MUSEUM STORE

Our main store is located in West Building. Souvenirs starting at \$10 are available for purchase.

## WHAT IS A DOCENT?

If you scheduled a guided tour, your group will be led through the galleries by a trained volunteer docent. Our docents are eager to share our collection with your group according to the theme you selected on the tour request form.

## MUSEUM CONDUCT REMINDERS

Please go over these guidelines with your students before your visit.

- Do not touch the works of art or lean on the walls or pedestals near the exhibited works and artifacts.
- Photography is permitted, but do not use a flash.
- Prohibited items in the galleries include water bottles, ink pens, and large bags. Pencils and medical bags are permitted to be carried in the galleries. Backpacks can be stored in free lockers available in both East and West buildings.

## HOW TO BE A GOOD CHAPERONE

- Encourage all students to participate, especially those who haven't yet answered a question.
- Assist the docent or students with any planned activities.
- If a student must step away from the group for any reason, please accompany them even if they are not your child.
- Model good museum behavior. Pay attention to the docent and don't get too close to the art. If you're engaged in the conversation, students are likely to be as well.

## DUKE BUS REIMBURSEMENT FUND

Title 1 schools in North Carolina are eligible to apply to the Duke Bus Fund to cover the cost of bus transportation. Please contact [tours@ncartmuseum.org](mailto:tours@ncartmuseum.org) for more information.

## Thank you for visiting the NCMA

### Tours



[ncartmuseum.org/visit/tours](https://ncartmuseum.org/visit/tours)

### Digital Maps



[ncartmuseum.org/digital-maps-and-gallery-portals](https://ncartmuseum.org/digital-maps-and-gallery-portals)

