

# SCHOOL TOUR GUIDELINES FOR SARASOTA ART MUSEUM



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# JOIN US IN BEING A MUSEUM FRIEND

Who are Museum Friends?! Museum Friends are visitors who:

1. Look closely at the artwork but do not touch.
2. Help protect the artwork by standing two big steps away

(You can practice by standing arms-length away from a wall with a friend. Then together, both take two big steps backwards from the wall. Look at the amount of space between you and the wall. Take note what it looks and feels like. Make a promise with your friend to help protect the artwork by standing two big steps away)

3. Ask - and answer - questions about what they see!

(Your Guide has many interesting facts to share and big questions to ask you about the art that you'll see at Sarasota Art Museum! Just like you do in your classroom, remember to please raise your hand when you're asking or answering questions! Also, look out for the people with pink lanyards/aprons to help answer any questions you may have!)



## FAQs

### What does a Guided School Tour look like?

<b>15 mins</b>	<b>10:00 am</b> / <b>10:45 - 11:00 am</b>	You will be greeted by your Field Trip Lead at the front of the Museum, who will confirm the number of students and chaperones with your group.
<b>5 mins</b>	<b>10:00 - 10:05 am</b> / <b>11:00 - 11:05 am</b>	After transitioning into one of our community spaces, students are given an introduction to Sarasota Art Museum, an overview of the plans for the day, and are split into groups with Museum Guides and chaperones.
<b>40 mins</b>	<b>10:05 - 10:45 am</b> / <b>11:05 - 11:50 am</b>	Students, Museum Guides and chaperones tour the campus and galleries of Sarasota Art Museum.
<b>5 mins</b>	<b>10:45 - 11:00 am</b> / <b>11:50 am - 12:00 pm</b>	Wrap up and transition to dismissal, to the bus circle or lunch.

The day of your tour, you will be greeted by your School Tour Lead at the Museum gate entrance. Before exiting the bus, our School Tour Lead will confirm the number of students and chaperones in your group. From there, everyone will receive our pink visitor stickers to wear! After that, we will join together in one of our community spaces, like the *Marcy & Michael Klein Plaza*, *McGuire Hall*, or one of our Studio Classrooms (depending on the weather and size of your group), where your Field Trip Lead will introduce the students to the Museum, give an overview of the tour, and to split into groups.

After the students are introduced to the Museum and given an overview of the tour, the School Tour Lead will break the students into groups of 10-15 with one of our Museum Guides and a chaperone. The Museum Guides will start their tour throughout the campus and galleries. This tour will include various “stops” throughout the Museum campus with different activities, thought provoking questions, discussions and gallery adventures.

At the end of the tour experience, students will be dismissed to the bus circle, unless otherwise arranged.

### If I have questions before my visit, whom may I ask?

Your point of contact will be Jenny Parish, Assistant Manager of Visitor Services, at [jparish@ringling.edu](mailto:jparish@ringling.edu).

### How much does my visit cost?

- Guided tours are **free** for school groups with registration made at least three weeks in advance. Guided tours include a 45 minute tour portion led by a Museum Guide. Guided tours take around 60 minutes.

- Self-guided tours are **free** for High School groups with registration made at least two weeks in advance. We invite you to explore the Museum on the day of your choosing and at your own pace. Self-guided tours can be as long as you'd like! Take a deep dive and spend the day on campus visiting our galleries, [SHOP](#), and Bistro or check out your favorite pieces with your students.

### **How long will my visit last?**

Guided tours last about 60 minutes and are offered on Tuesdays and Thursdays at 10:00 am. Self-guided visits can be as long as you'd like and are offered any day of the week, beginning at 10:00 am.

### **How many chaperones should I bring?**

One adult chaperone per 10 students is **required**. Chaperones receive free admission and must remain with their group for the entire visit. Please review and share the Museum guidelines with all chaperones before the visit.

### **What if I need to cancel my visit?**

In the event that you must cancel your visit, please contact our Visitor Experience Team at 941.309.4300 or email: [Groups@SarasotaArtMuseum.org](mailto:Groups@SarasotaArtMuseum.org)

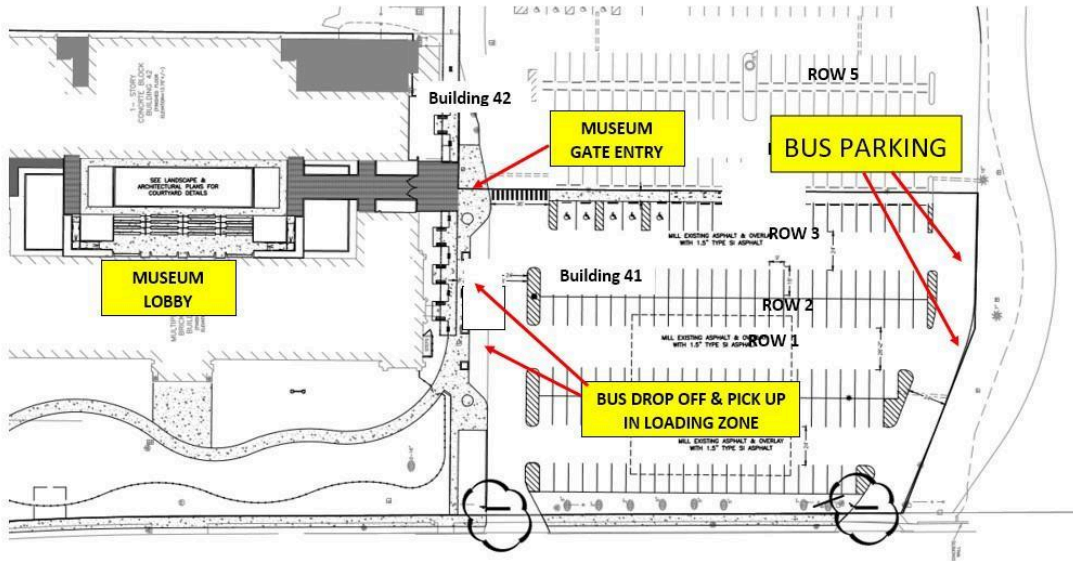
### **Will my class stay together for guided tours? If not, will they be seeing the same things?**

Groups of 10-15 get the most out of a guided tour. Your class will be divided into groups of no more than 15, and move throughout the Museum campus separately. However, all groups will be rotating through "stops" to ensure all students have the opportunity to see the same works during their tour. Museum Guides can choose to highlight additional exhibited pieces that they find relevant to the tour if time allows. Additionally, school groups with chaperones are welcome to stay. Group numbers are subject to change depending upon volunteer guide availability.

## Where do we park, enter and check in?

Buses drop off in the main parking lot located on the southside of the Museum entrance at 1001 South Tamiami Trail. Please park on the south side of the parking lot in the spaces indicated on the map of the Museum below. After buses are parked, drivers may return to the Museum free of charge to join their school groups or self-guided. Guided tours take around 60 minutes.

**Please give your bus driver this map!**



## What time should we plan to arrive?

Check-in starts at 10:00 am. Please ensure the whole group arrives by this time for on-time entry.

## Additional check-in and dismissal instructions for guided tours

- Students should leave backpacks on the bus.
- After check-in, students may exit buses and enter through the Plaza. School Tour Lead will disperse visitor stickers to students and chaperones before introducing the Museum and plan for the visit to the students.
- At the end of the tour, students are dismissed from the space to the bus circle.

### **Additional check-in instructions for High School self-guided groups**

- Teachers will receive an email confirmation and will check in at the admissions desk with a Visitor Experience Associate (pink apron).
- Students should remain with their chaperones and teachers while the lead teacher checks in. If you arrive early, you must wait for your scheduled tour time to enter.
- Early arrivals are welcome to wait in the Plaza.

### **Can we take photographs?**

Please, take photos! Non-flash photography is encouraged in SAM's galleries, following the guidelines below.

#### **Photography Guidelines:**

- Photography of works on loan to the Museum is sometimes prohibited by lenders. Look for photo policies posted in exhibition galleries.
- Take non-flash photography for personal use only. Photos may not be sold, published or used to promote outside products or services.
- Use hand-held cameras, cell phones, and tablets with the flash turned off. The use of flash photography, tripods, and "selfie sticks" are not permitted.
- Remain behind stanchions and maintain a safe, non-touching distance from all artwork, cases, platforms, and pedestals.
- Please respect other visitors enjoying the galleries.

### **Can we sketch in the galleries?**

Sketching is encouraged at Sarasota Art Museum. You may write notes or sketch in the galleries using only dry media, such as pencils and crayons. Please refrain from leaning against walls or glass cases while sketching.

### **May we visit the Shop or Bistro?**

Both the SHOP and Bistro are a part of the SAM visitor experience. We encourage groups to plan extra time at the **end** of their tour to visit either the SHOP or Bistro. If you plan to visit these spaces, give your students and parents a heads up that they're allowed to bring spending money! (Of course, making a purchase isn't necessary to visit these spaces, but this is a great way to encourage your students to find extra ways to help out at home and earn a few extra-bucks for their field trip to the Sarasota Art Museum!) *Due to space limitations, please limit visiting these spaces to one chaperoned group at a time.*

# MUSEUM MANNERS FOR A SUCCESSFUL VISIT

In order to have the best possible experience at the Museum, please discuss the following points with students and chaperones shortly before your visit.

## FOR STUDENTS

Sarasota Art Museum encourages creative thinking, observation, and open-discussions in the Museum. However, there are other visitors in the galleries, and we want everyone to be respectful on their trip. Please observe the following Museum etiquette:

- Do not touch the art and always stand at least an arm's length away from it.
- Use quiet, inside voices.
- Silence all electronic devices.
- Leave bags, backpacks, large purses, and coats on the bus or at coat check.
- Walk; don't run.
- Use pencils, not pens.
- Do not eat or drink in the galleries. No food or beverages are permitted in the galleries.
- Wear your Museum admission sticker at all times in a place where it is clearly visible.

## FOR TEACHERS AND CHAPERONES

- BE SURE TO COUNT YOUR STUDENTS before you arrive and before you leave the Museum.
- Students must remain in chaperoned groups before, during, and after the tour whether in the galleries, Great Lawn, Shop, or Bistro.
- For their own safety, please be sure students know the names of the adults in charge of their group.

**We look forward to welcoming your school group to the Sarasota Art Museum!**