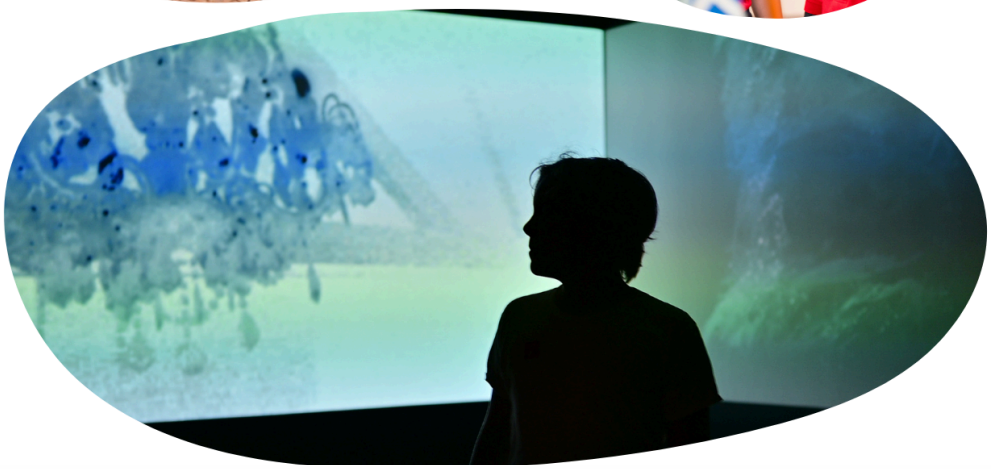
SARASOTA ART MUSEUM / Ringling College of Art + Design

SCHOOL TOUR GUIDELINES FOR SARASOTA ART MUSEUM



SARASOTA ART MUSEUM / Ringling College of Art + Design

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!)

MUSEUM MANNERS
FOR A SUCCESSFUL VISIT

Sarasota Art Museum encourages creative thinking, observation, and open discussions in the Museum. Please review the following guidelines with students and chaperones shortly before your visit in order to have the best possible experience.

FOR STUDENTS

- Do not touch the art and always stand at least an arm's length away from it.
- Use quiet, inside voices and respect other visitors.
- Silence cell phones and electronic devices.
- Leave bags, backpacks, large purses, and coats on the bus or in our wagons before the tour.
- Walk; don't run.
- Use pencils or colored pencils only.
- No food or beverages are permitted in the galleries.
- Wear your Museum admission sticker at all times.

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!

FAQs

What does a Guided School Tour look like?

- First, you will be greeted by your School Tour Lead at the Museum gate entrance. Students can leave their belongings on the bus or in our black wagons, which will be kept safe during the tour.
- Our School Tour Lead will confirm the number of students and chaperones in your group. From there, everyone will receive our visitor stickers to wear!
- After that, we will join together on the plaza where your Field Trip Lead will introduce the students to the Museum, give an overview of the tour, and split into groups of 10-15 students 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.

What does a Self-Guided School Tour look like?

- Teachers will receive an email confirmation and will check in at the admissions desk.
- Students should remain with their chaperones and teachers while the lead teacher checks in.
- Early arrivals are welcome to wait in the Plaza or in the lobby.

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

Please contact our School Tours team at schools@sarasotaartmuseum.org.

How much does my visit cost?

- Guided tours are **free** for school groups with registration made at least three weeks in advance.
- Self-guided tours are **free** for High School groups with registration made at least two weeks in advance.

How long will my visit last?

- Guided tours last about **60 minutes** including a 45 minute tour led by a Museum Guide.

When can I book a tour?

- School tours are offered on Tuesdays and Thursdays at 11 am or 12 am.
- Self-guided visits (high school only) have no time limit 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.

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: **schools@sarasotaartmuseum.org**

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

Your class will be divided into groups of 10-15 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.

Can we take photographs?

Yes! **Non-flash** photography is encouraged in SAM's galleries, keeping in mind the following guidelines:

- Photography must be for personal use only. Photos may not be sold, published or used to promote outside products or services.
- Use of tripods and "selfie sticks" is not permitted.
- Photography of works on loan to the Museum is sometimes prohibited by lenders. Look for photo policies posted in exhibition galleries.

Can we sketch in the galleries?

Yes! Sketching is encouraged at Sarasota Art Museum. You may write notes or sketch in the galleries using **pencils and colored pencils only**. Please refrain from leaning against walls or glass cases while sketching.

May we visit the Shop or Bistro?

Of course. 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. Please no outside food at the Bistro. *Due to space limitations, please limit visiting these spaces to one chaperoned group at a time.*

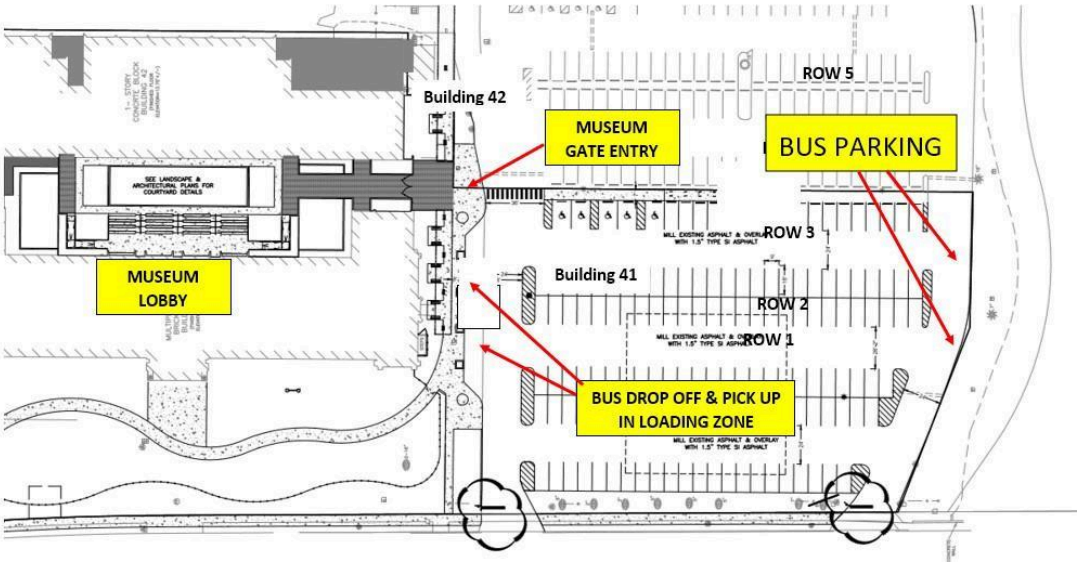
Where do we park, enter, and check in?

Buses drop off in the Loading Zone of the main parking lot, located on the south side of the Museum entrance at 1001 South Tamiami Trail.

Enter through the Museum Gate Entry. Your School Tour Lead will greet you there and help to check you in inside the Museum Lobby.

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 take a self-guided tour.

Please give your bus driver this map!



What time should we plan to arrive?

For 11 am tours, please check in at 10:55am. Please ensure the whole group arrives by the check-in time for on-time entry. For 12 pm tours, please check in by 11:55.