



Tour Information for Self Guided Student Groups

Must be pre-scheduled*

Maximum number of students: 30

We look forward to your upcoming visit! Please help us make your visit pleasant for your group as well as the other visitors in the museum.

- **Talk about the museum rules** and the **chaperones' role *before you arrive***. Students and chaperones alike appreciate knowing what is expected of them.
- **Check-in at the Front Desk** when you enter the museum. Report the total number of students and chaperones, and handle payment of the admission fee (if applicable).
- **Divide your group into smaller groups** comprised of ten (10) students or less *AND* (at least) one adult chaperone.
 - **Chaperones are responsible for supervising their group of students. They must remain with their group at all times and ensure their charges remain together, adhere to museum etiquette and obey the rules.**
 - Groups with **very young and/or special needs children** should provide a **higher ratio of chaperones-to-children** to properly supervise their activities while in the museum.
- **Begin in different galleries...**
Each group of 10 should begin in a different gallery within the museum, rotating through to avoid too many students in one area at once. Ask for a Gallery Guide map at the Front Desk to choose different starting points.
- **Wear name tags and/or some other item** that identifies each member as belonging to your group.

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Contact: Chris Lalley, Tour Coordinator | 704-337-2043 | chris.lalley@mintmuseum.org


Museum etiquette:

Use **museum voices**. You may speak with your inside voice; you don't need to whisper. We want you to ask questions and to express your ideas. Just remember to respect the other visitors in the gallery.

Use **museum hands**. Unintentional damage may result from gesturing too closely to a work of art. Natural oils on human hands can cause serious damage to artwork over time. Scratches from fingernails and jewelry may damage the art before your eyes. So we ask you **not to touch the artwork, display cases, platforms, labels, or walls**. If it's too hard to resist, try holding someone's hand, sticking your hands in your pockets, or putting them behind your back.

Use **museum feet**. Walk quietly and slowly throughout the museums (no running, please) so as not to disturb fragile artwork or others around you. Stand at least two to three feet away from the works of art. Do not step or stand on the platforms. They may look like steps or benches, but they are really there to protect the artwork.

A few more rules:

- **Step away from elevators, escalators, and revolving doors after disembarking** to make room for others.
- **Oversized items** (18" or larger) are not allowed in the galleries. **Leave backpacks, bulky coats, large purses, tote bags, umbrellas, and lunches in the bus whenever possible.** If you must bring them into the museum, they may be stored in the self-serve coat check area. The Museum is not responsible for lost or stolen items.
- **Food, drinks, and chewing gum** are not permitted in the galleries.
- **Cell phones** Please place cell phones on silent mode or turn them off. Talking on cell phones is not permitted in the galleries.
- **Non-flash photography** is permitted *except* of individual artworks or artwork located in galleries marked with the symbol .
- When **taking notes or sketching**, students should use their own notebooks as their hard writing surface, not the walls or cases. Sketching may be prohibited for special exhibitions; ask the Front Desk staff about current exhibition sketching policy. Only **dry materials** – graphite or colored pencils – are allowed in the galleries.

For the safety of the artwork and the enjoyment of our other visitors, groups that don't practice museum etiquette and/or don't heed museum rules may be asked by our security staff to leave the museum.