BIRMINGHAM MUSEUM OF ART

Museum Guidelines for Docent-Led Tours

We want your students' visit to the Birmingham Museum of Art to be an enjoyable learning experience for all. Please take a few minutes to go over these guidelines with your students and chaperones. Our docents (tour guides) are looking forward to your tour!

Everyone – teachers, students, and chaperones

- Food, drinks and gum are not allowed in the galleries.
- To help preserve the artworks, please keep a safe distance from the art. We recommend a minimum of two feet.
- Please do not lean on walls or pedestals.
- Please refrain from texting or talking on cell phones during tours. Phones should be turned off or silenced.
- Cameras may be used to document your visit, although photography is not allowed in some areas of the Museum. Please refer to the Museum's photography policy at www.artsbma.org/visit/visitor-information for more information. Please refrain from taking photographs during tours.

Teachers

- Please pre-divide students as evenly as possible into groups according to their age or grade. Docents can accommodate up to 15 students per group.
- Please have students wear name badges that also include the school's name. It is helpful to color-code these name badges to match the chaperone's.
- Please do not plan activities, worksheets, etc. for students to complete during the tour. Activities may be completed after the tour.
- Only pencils are allowed in the galleries.

Students

- Please be attentive and respectful of your docent.
- Please walk and talk softly. Be considerate of other visitors.
- Student participation is encouraged during the tour; however, please do not "visit" with other students or adults during the tour.
- Backpacks, heavy coats, umbrellas, and other unnecessary articles should be left on the bus or in the car.

Chaperones

- Please ensure that you and your students wear name badges that also include the school's name. It is helpful to color-code your name badge to match the student group you are supervising.
- Please familiarize yourself with your group's schedule.
- Please help the docent keep the students together.
- If possible, please leave small children and babies at home with a sitter.
- Please be respectful of our docents other visitors. Refrain from "visiting" with other chaperones or students during the tour, as it distracts the docent and students.

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- Please stay with your group during their tour.

Thank you for taking the time to read and share these important guidelines! We look forward to your visit.