



VMFA Student Group Visit Checklist

A VMFA School Group Visit provides young learners with a meaningful introduction to VMFA's rich environment and encourages observational and critical thinking skills.

For some of your students, this may be their first visit to a fine arts museum.

We want all students to feel comfortable visiting VMFA and to know that it is a place where they are welcome.

We hope your visit will be a fun and memorable experience that fosters an early appreciation for art and self-expression.

Before Your Visit

- Please make sure you have one adult chaperone for every ten students. Share this checklist with all chaperones so they understand their responsibilities while visiting the museum.
- Please plan to arrive ten minutes early so students can visit the restrooms and store bags, coats, and lunches in the student coatroom.
- Print the **bus parking map** for your driver. Note the location of the Student Group Entrance – this is where your driver will drop off/pick up your group (look for the large yellow sign on the sidewalk).
- If you would like to reserve the indoor lunchroom, contact Special Events at (804) 340-1590 or VMFAspecialevents@vmfa.museum. **Tour Services does not book the lunchroom.**
- Prepare your students by having a discussion about what it means to visit a fine arts museum. (What is a fine arts museum? What will they see? What will they do?)
- Visit our website for **educational resources** that can help you prepare for your visit: <https://www.vmfa.museum/learn/>
- If you are running late or need to cancel your visit, please contact **Tour Services at (804) 340-1419** or tourservices@vmfa.museum.



When You Arrive

- Have your driver drop your group off at the **Student Group Entrance** where you will be welcomed by our Student Group Greeters.
- Provide a Greeter with the total number of students and adults in your group.
- Let the Greeter know if you have reserved the indoor lunchroom or if you plan to have lunch outdoors or at Best Café during your visit.
- Leave coats, backpacks, lunches, etc., on the bus if it is parking onsite. If the bus is not staying, please store these items in the student coatroom.
- Make sure your driver knows what time to meet your group at the **Student Group Entrance** for departure.

During Your Visit

Use Your “Museum Manners”

- Students should be mindful of other visitors and tour groups that may be in the galleries. Have students use their quiet voices and remind them to walk, not run, while at the museum.
- Remind students to always keep an arm’s length from the art. Please help us protect the art by not touching works of art, walls, platforms, or glass cases.

Other Important Gallery Guidelines

- Pens, food, drinks, and gum are not allowed in the galleries.
- Writing/sketching is allowed. Non-colored pencils only, no pens. Sketch pad/writing pad should be no larger than 18 x 24 inches.
- Non-flash photography is allowed in the permanent collection galleries and most special exhibitions.
- If you visit the Robins Sculpture Garden, please remind students that touching and climbing on the outdoor sculptures is not allowed.

After Your Visit

- Strengthen students’ observational skills by discussing their favorite works of art.
- Encourage students to bring their families to visit VMFA again!
- Visit our website for additional education resources: <https://www.vmfa.museum/learn/>.



Guidelines For Teachers and Chaperones

- Stick together. **Chaperones must remain with their groups at all times.**
- Please put cell phones on vibrate or mute to limit distractions. This will allow you to enjoy the visit and to be fully engaged with your group of students..
- If you are bringing a bag containing medical supplies, tell the security office at the student group entrance. The officer will put a sticker on the bag so it is visible to our Security Associates and you may then take the bag into the galleries.
- When visiting the Gift Shop, we ask that you enter one group at a time. No more than ten students per group, and each group must be accompanied by at least one chaperone.
- Let your students know that we have Security Associates throughout the museum. Associates walk various routes to keep visitors and the art safe and are here to welcome and help all museum visitors.
- Tour Guides love to hear the students' ideas and try to ask open-ended questions that spark creative responses, rather than questions that simply result in YES or NO answers. Although it can be hard at times, please resist the temptation to answer questions for the students..
- Enjoy your visit to the Virginia Museum of Fine Arts!

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