

## Heard Museum School Tours

School tours are offered to grades K-12, Monday through Friday. Self-guided school groups are welcome 7-days a week (please contact tour-coordinator for times). Pre-K students must opt for a Self-Guided tour. All guided tours are approximately 45 minutes and require a minimum of 10 students to book a docent lead tour.

### **Docent Lead Tours: (10 – 120 students)**

Guided tours are offered Monday through Friday in the AM hours for K-8<sup>th</sup> grade students and all day for 9-12<sup>th</sup> grade students. We can accommodate up to 120 students per day for guided tours. Please check our “Current Exhibits at the Heard Museum” page to select galleries you are interested in touring in <http://heard.org/currentexhibits/>

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### **Suggested Tour Options:**

#### ***HOME: Native People in the Southwest***

The Heard's permanent exhibition combines more than 2,000 of the museum's finest pieces to tell stories--past and present--of Southwestern Native people. See a spectacular display of Hopi Katsina dolls, a Navajo hogan and Pueblo horno.

#### ***Highlights of the Heard Museum***

This tour allows students to visit all current galleries for a brief description of each ([click here for a list of current exhibitions](#)). Students learn about each exhibit's theme, and one or two artifacts in detail.

### **Bonus Tours: (15 - 70 students)**

Groups of this size can select a 2-hour tour option called the Bonus Tour. Bonus Tours include a 45 minute guided tour plus a 45 minute in-classroom take home activity; this is a fun and educational way to create a lasting memory of the Heard Museum. The Bonus Tour option has start times of 9:30am and 10:30am Monday through Friday. We can accommodate a maximum of 70 students for the Bonus Tour option.

#### **Bonus Activities include**

- ✦ Create an O'odham bracelet with a pump drill demonstration
- ✦ Make a Navajo “Jacla” style necklace with pump drill demonstration.
- ✦ Decorate a treasure box creating symmetrical designs observed on Navajo rugs (ideal for K-3<sup>rd</sup> grades)
- ✦ Make a necklace w/ pony beads and ornaments (ideal for k-3<sup>rd</sup> grades)

### **Self-Guided Tours**

Self-Guided tours are offered for school groups enrolled in K-12<sup>th</sup> grade every day at the Heard Museum.

**BOOKING**

School tours for students require a minimum two-week advance booking and are available on a first-come, first-served basis.

- Identify three potential days for your tour before contacting the museum.
- Walk-in school groups with no advance notice pay regular museum admission; \$7.50 per student and \$18 per adult.

**Be prepared with the following information:**

- ✦ School Contact Name
- ✦ School Contact Cell
- ✦ School Contact Email
- ✦ School Name
- ✦ School Phone Number
- ✦ School Fax Number
- ✦ School Address
- ✦ Date and time Requested
- ✦ Grade Level
- ✦ Student Count
- ✦ Adult Count
- ✦ Tour Desired
- ✦ Will your group bring and eat sack lunches on campus?
- ✦ Are you Title 1?

**RATES**

Museum admission is free for students enrolled in grades K-12<sup>th</sup> grade, teachers and chaperones (*see restrictions below*).

- ✦ Free adult admission is extended to 1 chaperone per 7 students for grades 7 and under.
- ✦ Free adult admission is extended to 1 chaperone per 10 students for grades 8 and above.
- ✦ Free adult admission is extended to 5 chaperones per Pre-K group.
- ✦ *Additional chaperones beyond the above ratios are required to pay the adult group rate of \$13 per adult.*
- ✦ All groups pay a \$20 guided tour fee per 60 students.
- ✦ Bonus tour groups pay a \$5 per child materials fee (plus \$20 guided tour fee per 60 students).
- ✦ Self-Guided tour groups pay a \$20 self-guided tour fee per 60 participants (students/teachers/chaperones)

**Groups with special needs/accommodations please call 602.251.0259.**

**Please contact the Education Program and Outreach Manager if your school is located on a reservation for a special Bonus Tour rate.**

**LUNCH**

In mild weather, picnic tables are available in the Dorrance Courtyard for school use. Children can also eat their lunches picnic style in several grassy areas including the Scott L. Libby, Jr. Amphitheater. If you have stored your coolers in the Dorrance Education Center before your tour, the guide will provide access to the room once the tour is complete. We ask that schools groups do not use the Courtyard Cafe tables as these are reserved for café and cantina patrons.

**BEFORE YOUR VISIT**

You will receive a Heard Museum School Tour Agreement via email, which is your invoice and confirmation for your school tour visit.

- ✦ Expect a call from a Volunteer Lead Guide assigned to your school group a few days prior to your field trip. The guide will confirm your tour(s) and the number of students and adults in the group. At this time, please let your Volunteer Lead Guide know if you are emphasizing a particular theme in class. Advance discussion is essential to the success of your tour and will assist in overall student comprehension.
- ✦ Tell the volunteer Lead guide about any special needs. Do any of the children have disabilities? Are there children in your class who do not speak English? We can make your tour enjoyable if special considerations are requested in advance.

**Adult Chaperones**

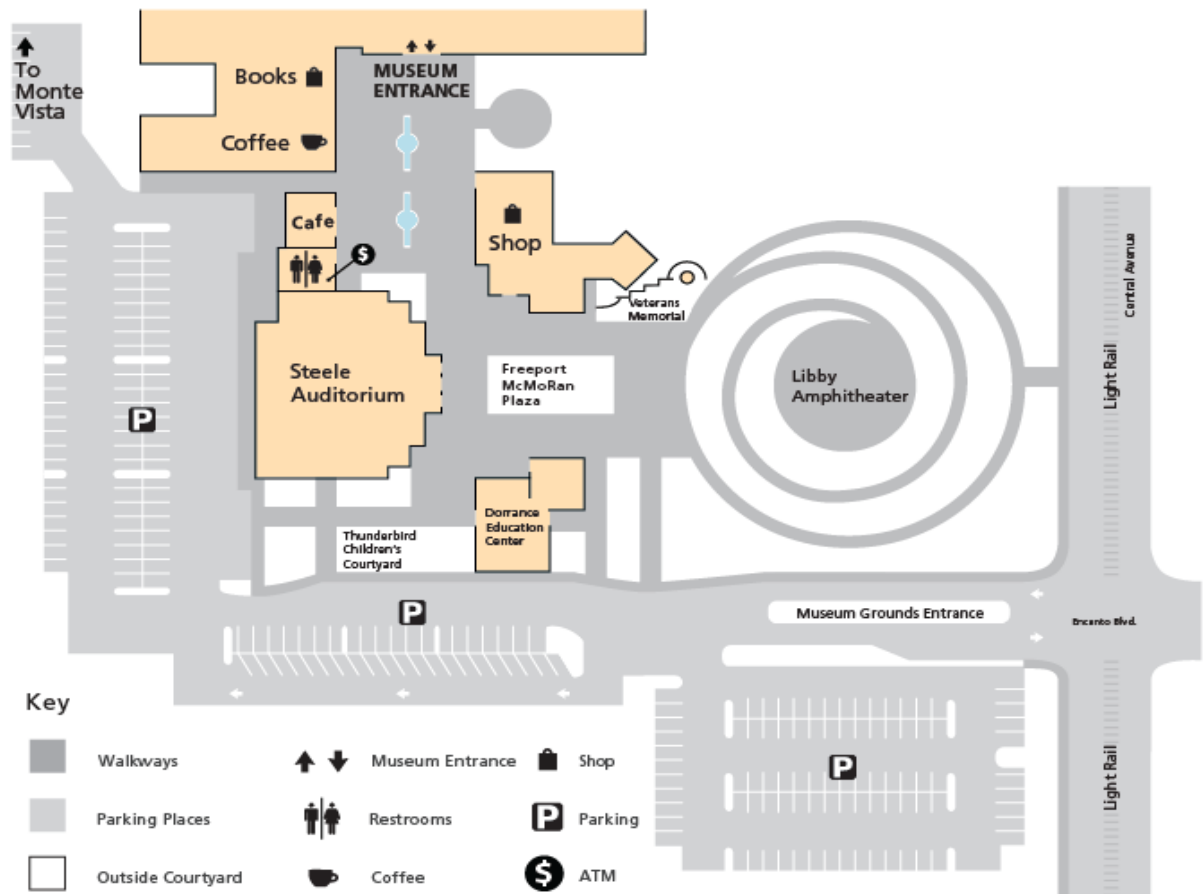
Chaperones are admitted free with the group (see the Rates section above) and are expected to assist with the tour by keeping discipline and ensuring the group stays together. Chaperones are required to stay with the group at all times. An adult with a baby or small child is not considered an adult chaperone.

**ARRIVING FOR YOUR TOUR**

- ✦ Buses must enter the museum from Central Avenue and pull up by the bus bay along the Dorrance Education Center. Do not enter from Monte Vista Road. Students should exit the bus and meet their volunteer lead guide at this point.
- ✦ Please arrive 15 to 20 minutes prior to your tour. If you anticipate a late arrival, please call 602.252.8840 and dial 0 as soon as possible to reach the Admissions Desk.
- ✦ Lunches, backpacks, water bottles, etc. will be left in the Dorrance Education Center. This is also the place where students will re-board the bus.
- ✦ Restrooms are located in the Dorrance Education Center.
- ✦ Backpacks and large carry sacks are not allowed in the galleries. If you need to carry a child's medicine into the museum, a small paper sack will be available at the Admissions Desk.
- ✦ Due to space limitations, school groups are not permitted in the Heard Museum Shop and Bookstore.
- ✦ No Flash photography, video light or tripods are allowed in the galleries.

Please note the locations for the Central Avenue Entrance, Dorrance Education Center, Museum Entrance (Admissions) and Libby Amphitheater (picnic lunch area) on the following map.

**Heard Museum Campus Map**



**CANCELLATIONS**

To cancel your visit, call the Education Tour Coordinator at least 24 hours in advance at 602.251.0262.

No-shows will be charged a \$25 cancellation fee.

You can sign up for a School Tour by completing the Tour Request Form below and faxing it to 602.252.9757 or scanning and sending it to [sben@heard.org](mailto:sben@heard.org) attention: School Tours.

## Tour Group Info and Booking Request Form

YES! I am interested in receiving more information and possibly booking a tour!

- Adult Group Tour: \_\_\_\_\_
- School Tour: \_\_\_\_\_
- Special Interest (specify): \_\_\_\_\_
- Yes! Please send me menu and pricing information for the Courtyard Café at the Heard Museum.

### Required Information:

Company / School / Group Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Contact Phone / Cell \_\_\_\_\_

Contact Email / Fax \_\_\_\_\_

Number of Students (Grade Level) / Adults \_\_\_\_\_

Date / Time Requested \_\_\_\_\_

Type of Tour \_\_\_\_\_

To receive additional information or to speak with a Museum representative, contact:

#### Adult Group Tours

Deborah Benoit  
*Visitor Services Manager*  
602.251.0213  
dbenoit@heard.org

#### School Tours

Shaliyah Ben  
*Education Program & Outreach Manager*  
602.251.0259  
sben@heard.org

#### Return this page only via:

**Fax:** 602.252.9757 - Attn: Group Tours

**Mail:** 2301 N. Central Ave. Phoenix, AZ 85004 - Attn: Group Tours

**Email:** see above for the appropriate contact