Highlights Tour

Date: ________________

Dear: ________________________

We are looking forward to your visit to the Heard Museum. You are scheduled for ________________ on ________________.

*Please contact the Museum Tour Scheduler at 602.251.0259 as soon as possible if you need to change or cancel your visit.*

Please take a moment to share some of the following museum “manners” with your class. The Tour Guides will review these as well:

1. No gallery object should be touched unless permitted by the Guide.
2. The guides enjoy getting questions. Please ask students to follow standard classroom etiquette and raise their hands when asking a question.
3. Students must wear a nametag at all times.
4. The class must remain together at all times.
5. Teachers and chaperones are responsible for discipline of the group. ADULTS MUST REMAIN WITH THE GROUP.
6. Unless you have arranged for a Highlights Tour OR have selected a Self-Guided tour option, it is not possible for your class to see the entire museum. Groups are required to follow the tour selected for the group.
7. Flash photography is not permitted.
8. Backpacks are not allowed in the museum.
9. No food or drink are allowed in the museum.

We welcome your comments and suggestions concerning your visit. You will find a survey link at the end of this guide. Please take a moment after your visit ends to complete it and help us improve our tours.

We look forward to providing you and your class an engaging experience!
**Bus Parking Information**

<table>
<thead>
<tr>
<th>Enter</th>
<th>Enter the museum grounds from the main entrance at 2301 N. Central Ave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive</td>
<td>Proceed to the bus bay on the side of the Dorrance Education Center, first building on the right.</td>
</tr>
<tr>
<td>Unload</td>
<td><strong>All students should exit the bus in this area.</strong> Your guide will meet you there.</td>
</tr>
<tr>
<td>Parking</td>
<td>The bus bay will accommodate up to 2 full size buses. If the area is occupied, pull up, let the students disembark, and then proceed to the main lot for parking.</td>
</tr>
<tr>
<td>Picnic</td>
<td>Students may eat at the picnic tables in the Thunderbird Children’s Courtyard adjacent to the Dorrance Education Center and/or “picnic-style” in the Libby Amphitheater.</td>
</tr>
<tr>
<td>Return</td>
<td>The guides will return students to the Dorrance Education Center to collect all personal items and re-board buses in the same location as drop-off. Buses must be in this area when ready to leave.</td>
</tr>
<tr>
<td>Bonus Tours</td>
<td>All Bonus Tours (in-classroom activities) take place in the Dorrance Education Center.</td>
</tr>
</tbody>
</table>
Heard Museum *Highlights Tour* - Teacher Check List

_____ Address: Heard Museum is located at 2301 N. Central Avenue, Phoenix, AZ 85004

_____ Telephone: 602.252.8840 (Admissions) | 602.251.0259 (Education)

_____ Have you provided the Museum with the following:

1. Number of Students
2. Confirmed date and time of tour ____________________________ *
3. Gallery assigned __________________________ **
4. Arranged to have buses arrive on time *
5. Contacted the tour scheduler at 602.251.0259 to cancel/reschedule trip?

Has a Las Guias guide contacted you to confirm plans?

_____ Have you informed the Museum of any special needs?

- Physical disabilities
- Emotional disabilities
- English as a second language ______________________
- Other ____________________________________________

_____ Have you provided at least one adult for every seven students and reminded chaperones they must be **actively** involved with supervising your group?

_____ Have you reviewed museum manners with your group?

**Please Note:**
*Due to scheduling of other groups in the museum, allotted tour time of **45 minutes** must be strictly adhered to by your guide. If you are late in arriving, your tour must be shortened so that we can accommodate other tour groups arriving after you.

**You have selected a particular part of the museum to tour with your students. Due to other scheduled gallery tours, Tour Guides are NOT able to take your students into unscheduled galleries.
Tour Badges

Please make a copy of these badges for each student who is coming to the museum for a tour. Be sure that each person prints his or her name clearly and in large letters so that the guides can refer to each child by name. Our docents prefer to interact with the students in this more personal manner. Your guide or guides will also be wearing a name badge.

The badge features three different vegetables that are the staple of the American Indian diet in this region: corn, beans and squash. Often referred to as the “Three Sisters,” your students will learn about the importance of each plant. They will also see symbolism of each plant in basketry, jewelry, clothing, pottery, rugs, etc. during their visit.
Contemporary Native Peoples

The map provided identifies the current location of the Native peoples of the Southwest. During the guided tour, your class will view objects from some of the tribes listed below:

**Desert**
- Tohono O’odham (formerly Papago)
- Akimel O’odham (Pima)
- Yoeme (Yaqui)
- Maricopa
- Quechan (Yuma)
- Cocopah
- Mojave

**Uplands**
- Indé (White Mountain and San Carlos Apache)
- Yavapai
- Havasupai
- Hualapai

**Colorado Plateau**
- Hopi
- Diné (Navajo)
- Zuni Pueblo
- Laguna Pueblo
- Other Rio Grande Pueblos
Environmental Regions of the Southwest
Heard Museum School Tour Evaluation

In order to maintain the quality experience we offer at the Heard Museum, we ask you to take a few minutes to fill out the following survey about your school tour experience at the Heard Museum!

https://www.surveymonkey.com/r/25PD3HS

We thank you very much for your time!

-Heard Museum Education