

Dear Educators,

We are looking forward to your visit to the Heard Museum. Please contact the education@heard.org if you need to cancel or change your upcoming visit.

Please take a moment prior to your visit to the Museum to go over some Museum manners with your class.

- 1.) No gallery object should be touched without permission from the guide.
- 2.) The guides enjoy the children's questions. But please ask students to raise their hands when they have questions.
- 3.) The class must remain together as there will be other groups touring the galleries.
- 4.) Teachers and chaperones are responsible for discipline of the group. Adults must remain with the group at all times. Chaperones are admitted free with the group, unless ratio of 1:7 grades K-8, and 1:10 grades 9-12. If this number is exceeded each additional adult is \$13.00. Adults 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. If your group self-guides your students must be with an adult at all times, and never alone walking around the museum.**

- 5.) Be respectful for all visitors so no running, and only use inside voices.
- 6.) Lastly we hope you all have a great visit, and will return again.

We welcome your comments, and suggestions concerning your visit, after your visit be on the lookout for a survey seeing how your visit was. We look forward to providing you and your class an engaging experience.

Heard Museum- Teacher Checklist

___ Address: The Heard Museum is located at 2301 North Central Avenue, Phoenix, AZ 85004

___ Telephone: 602.252.8840

___ Touring Information:

Have you provided the Museum with the following?

- 1.) How many students, and adults will be attending?
- 2.) Confirmed Date, and selected gallery for tour. **
- 3.) Have been assigned tour time.*
- 4.) Arranged to have bus/buses arrive on time.*
- 5.) Need to Cancel/ Reschedule trip? Contact Tour Scheduler: 602.251.0212, as soon as possible. We require a minimum of 3 days' notice, if no notice is given a \$25 late charge will be billed.

___ Has a Las Guias guide contacted you to confirm tour?

___ Have you informed the museum of any special needs?

Physical disabilities

Emotional disabilities

English as a second language _____

Other _____

___ Have you reminded the chaperones that 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 must be strictly adhered to by your guide to a maximum of 45 minutes. If you are late in arriving, your tour must be shortened so that we can accommodate our other tours.

**You have selected a particular part of the museum to tour with your students. Due to other scheduled gallery tours, touring guides will not be able to take your students into unscheduled galleries.

Heard Museum Bus Parking Information

Entering: Enter the Heard Museum from the main entrance located at 2301 North Central Avenue.

Driving: Proceed to the bus bay located off to your right, on the side of the Dorrance Education Center, which is the first building to the right.

Unloading: All students should exit the bus in this area. Your guide will meet you at the black Iron Gate. Students will enter the education center and leave all lunches, backpacks, water bottles, and any other belonging in the cubbies provided. There are rest rooms and drinking fountains also located in the Dorrance Education Building.

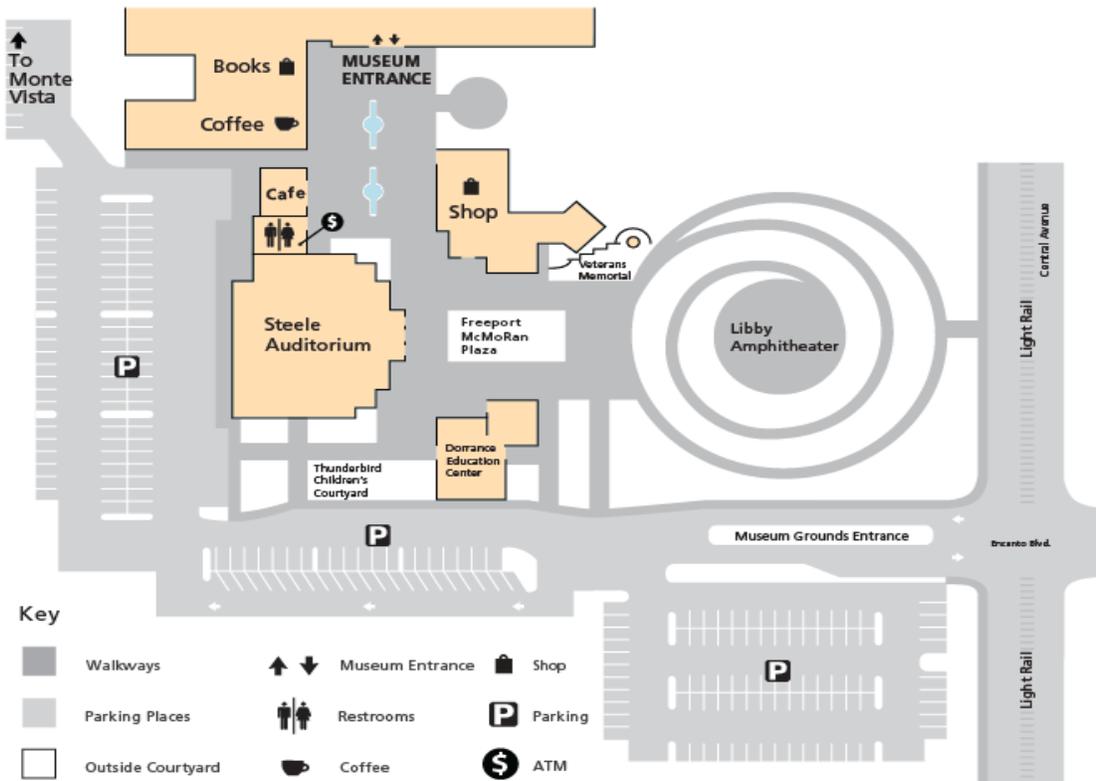
Parking: There is room for at least two buses to park in the bus bay. If the area is occupied, please pull up a little, let the students off, and then proceed to the main parking lot.

Picnicking: Students planning to picnic on Museum grounds will be directed to the Education centers cubbies to retrieve their lunch sacks. The Amphitheater is a lovely space, or even the sitting area outside attached to the education center. We ask that schools groups do not use the Courtyard Cafe tables as these are reserved for café and cantina patrons.

Exiting: The guides will return students to the Education Center to collect their belongings and direct students to the buses located on the North side of the building. Buses should be in the bus bay, or if needed pull up to the area to load the students.

*For your information all bonus tours take place in the Dorrance Education Center

Heard Museum Campus Map



CANCELLATIONS

To cancel your visit, call the Education Tour Coordinator at least three business days in advance at 602.251.0212.

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

If you have any additional questions. Please contact:

Education@heard.org