

## ***How long do museum tours last?***

The length of your tour depends on the age of visitors, but most museum tours last one hour. This timeframe can be adjusted based upon the group's needs.



## ***Is there a fee for a docent-led tour?***

Tours are free of charge for school groups, senior citizens, and students.

## ***Is there a minimum group size to request a docent-led tour?***

We request a minimum of 5 and maximum of up to 65 students during one visit.

## ***Where should I arrive?***

All tours meet in the lobby of the Chazen Building located at 750 University Avenue.

## ***Where should the bus driver park?***

The Chazen entry, located at 750 University Avenue, provides accessible elevator access. Buses may load and unload passengers at this entrance but, may not park. Bus parking is available at campus parking Lot #131 on the west side of campus on University Bay Drive. A campus map can be accessed at:

<https://transportation.wisc.edu/campus-maps/>

## ***What if our group is running late?***

We ask that all groups arrive on time for tours. Docents are scheduled by appointment and **may not be available if your group is more than 15 minutes late**. In the event you are delayed, please contact the Chazen at (608) 263-2246.

## ***What are the most important rules to remember when visiting?***

The Chazen has many a few important rules to support our mission of protecting and preserving the works of art in our care.

**-PROTECT.** Help us protect the art by not touching the museum objects and keeping a safe distance.

**-RESPECT.** Respect others by using quiet voices when talking about the art or asking questions.

**-TEAM UP.** Stay together while exploring the gallery and walk, not run, from one work of art to the next.

***Do your part; respect the art!***

## ***Can I bring a snack or drink with me?***

The museum does not allow food or drink on its premises. Please keep all snacks, including sack lunches, on the bus. There is not space inside the Chazen for students to eat lunches.

## ***Is there a place to leave my belongings?***

Belongings may be left in the large red rolling bins or rental lockers in the lobby. Lockers operate with refundable quarters to use and are available at our front desk. Items that could damage works of art including packages, purses larger than 11" x 14" and backpacks, umbrellas, and rigid baby carriers are not permitted in the galleries at any time.

## ***Is photography permitted?***

Photography of the Permanent Collection is encouraged when taken with a hand-held camera or phone without a flash. Temporary exhibitions typically do not allow photography.

## ***What are the expectations of chaperones?***

Chaperones play a vital role in a successful field trip! We encourage a ratio of 1:8 for groups with participants in Pre-K-3 and a ratio of 1:10 for groups 4<sup>th</sup> grade through 12<sup>th</sup> grade. **Please advise chaperones of their roles prior to arrival. Encourage chaperones to:**

- Introduce themselves to the docent
- Always stay with their group and assist the docent when needed
- Turn off all cell phones and other devices so they can be attentive to the group and fully enjoy the tour
- Be a good role model. Follow and remind students of our museum rules.

***Self-guided and guided student groups must always be with a chaperone.***

## ***I am a teacher; how can I prepare my students?***

The best way to prepare your students is to remind them of museum rules and more importantly, why we ask them not to touch. The most harmful damage to artwork is often caused by innocent touches.

***Please organize your group prior to arrival by splitting them into smaller groups. We appreciate a docent-to-student ratio of 1:10, so please keep this in mind when dividing your groups.***

Name tags are greatly appreciated and ensure a more personalized experience for your students.

## ***Can my students bring notebooks to sketch?***

Of course! We ask that only pencils be used in the galleries.



Chazen Museum of Art