



# **SCHOOL TOUR AND OUTREACH**

## *frequently asked questions*

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**Phoenix Art Museum**

# BOOKING YOUR FIELD TRIP

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## **How far in advance should I schedule a field trip?**

We require a minimum of five (5) weeks' notice to schedule a Docent-led tour. If requesting a teacher-led visit only (no Docent tour), we may be able to accommodate your group with less notice. To provide the best experience for all visitors, daily school capacity is limited. We encourage teachers to schedule as early as possible, as popular dates fill quickly – especially each spring or during special exhibitions.

## **How much is the admission fee for school groups?**

School groups with advance reservations are eligible for a special general admission rate of only \$4 per student. When available, specially ticketed exhibition admission can be added for an additional \$1 each. Please plan to make payment in one transaction, upon arrival. Subsidies are available for Title I designated schools.

## **What is a special exhibition?**

In addition to the Museum's permanent collection, we frequently also have special exhibitions that are on view for just a limited time. Although special exhibitions have an additional cost, featured exhibitions are part of your general admission ticket.

## **Is my group or club eligible for the school group rate?**

Educational organizations primarily serving students from K-12<sup>th</sup> grade or college students, visiting the Museum as part of their program of study and making advanced reservations are eligible for discounted admission. Contact [booking@phxart.org](mailto:booking@phxart.org) with any questions.

## **How many chaperones do I need?**

We require 1 adult (teacher, staff member, or chaperone) for every 10 students. These adults are admitted free of charge. General admission for any adults beyond this ratio is \$4 each (+ \$1 if group has purchased optional, special exhibition tickets). Please plan to make payment in one transaction, upon arrival. If members of your group have special needs requiring additional adults to attend, please contact [booking@phxart.org](mailto:booking@phxart.org) to make these arrangements.

## **How do I make a change or cancel my field trip?**

Please contact [booking@phxart.org](mailto:booking@phxart.org) upon learning you need to adjust your scheduled field trip. We appreciate your providing as much notice as possible. If you cannot arrive on time, or find your estimated attendance to have increased or decreased by more than 5 students, we will make every effort to accommodate these changes, but may be unable to do so, due to Docent availability and Museum capacity. Providing early notice of cancellation allows us to offer your space to another school group who may otherwise be unable to attend.

## BUSES AND TRANSPORTATION

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### **Is Transportation assistance available?**

Transportation grants for bus fee reimbursements are available to schools that otherwise would not be able to visit. Please complete the [application](#) before your field trip.

### **Which do I do first? Book my tour or get my buses?**

Every school district is different. Most districts publish transportation blackout dates and have schedules of when buses must be available for dismissal or special events. Check these schedules before booking when possible. We do understand, however, that bus schedules change, and will do our best to accommodate changes.

## TOURS AND DOCENTS

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### **What is a “Docent”?**

Phoenix Art Museum Docents are volunteers that educate and interact with community members through conversational tours and talks at the Museum and throughout the Valley. The Museum’s Docent Program is nationally recognized for the quality of its training program as well as for their excellence and dedication. Docents are content experts about the Museum’s collection and exhibitions, and serve as tour guides for Museum visitors and present image-based presentations to schools. When we arrange Docents to facilitate a program you’ve requested, they prepare specifically for your students.

### **What will students see during a Docent-led tour?**

Phoenix Art Museum offers a [variety of tours](#) for school groups. Tours are 60-minutes long and typically include visiting three or four galleries, looking closely at a few works of art in each space. Not all groups will visit the same galleries and students will not see all of the Museum during a single tour. A tour is intended to introduce students to the Museum and to works of art fitting the tour’s objectives. We’ll do our best to accommodate special requests when made at time of [booking](#). To see more of the Museum, please ask about self-guiding following your tour.

# PREPARE FOR YOUR VISIT

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## How do I prepare my students for a Museum visit?

- Schedule a free [Meet Your Museum](#) presentation for your classroom. It's a great way to start a discussion of about what students should expect during a visit.
- Discuss your expectations for behavior and [Museum manners](#) with students.
- Read through our [I'm Here... with Students](#) guide and share this with your chaperones. It'll provide suggestions for helping students engage with works of art and make the most of your experience!
- Share [Chaperone Guidelines](#) with all adults taking part. Prepared chaperones make for a better visit!
- Take advantage of a FREE educator pass to preview the Museum before your class visit by emailing [booking@phxart.org](mailto:booking@phxart.org).

## What is appropriate Museum behavior?

Behavior that shows respect for the artworks and other visitors is encouraged.

- Talk quietly together about what you are seeing. Respond to and ask questions of Docents.
- Enjoy your opportunity to see the real thing, and help preserve it for others by resisting the temptation to touch it.
- All students attending as part of a school group must remain with adult chaperones and walk calmly.
- Please read through [Museum Policies](#) for further information.

## What resources are available to educators?

We offer opportunities throughout the year to discover connections between Phoenix Art Museum's collections and special exhibitions to your teaching practice. Check out our website for upcoming [Professional Development](#) opportunities.

# ACCESSIBILITY

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## Can students with special needs be accommodated?

We will make every effort to accommodate your students. Please alert us at [booking@phxart.org](mailto:booking@phxart.org) to any special needs when booking. Advance notice helps us better prepare and coordinate the program for your students.

### **Is all the art in the Museum appropriate for students?**

Like a public library, Phoenix Art Museum houses works that reflect a broad range of human experience and understanding. Some works or exhibitions depict figures in various degrees of nudity, or may explore concepts not easily grasped by younger students. You are the best judge of what is appropriate for your students and school community. We suggest discussing the possibility of coming across such works with students and chaperones prior to visiting.

While Docents typically avoid focusing on art depicting nude figures during school tours, such works may be discussed when pertinent to a tour's theme. If requested, we'll do our best to avoid nudity during a tour, but students may still encounter representations of nudity as they walk through galleries. If you have other issues about which you are concerned, please contact [booking@phxart.org](mailto:booking@phxart.org). We will be as sensitive to your needs as possible, but will not compromise an accurate presentation of works of art, time periods or cultures. We're happy to provide resources for talking to students about nudity or other sensitive topics they may encounter.

### **Can students visit the Museum Store?**

Teachers are encouraged to decide about students visiting the Museum Store prior to the field trip, and then communicate this with students and chaperones. Students are welcome to visit the Store with adult chaperones. We may ask large groups to take turns entering the store (10 people at a time), and ask that students remember the Store is not a hands-on gallery. Visit the [Museum Store online](#).

### **Can students take photos?**

Taking photos is allowed in accordance with our [photo policy](#). Remember that photo-taking may be a distraction to listening and discussing during a tour; please exercise discretion.

### **Can students sketch or complete an assignment in the galleries?**

Students are welcome to use pencils and sketchbooks or notebooks, 18" x 24" or smaller. Pens, markers, chalk, pastels or other media are not allowed in galleries. Please exercise caution near art and ensure students are not blocking art or walkways for other visitors.

# OUTREACH TALKS IN THE CLASSROOM

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## **What is the format for outreach presentations?**

Docents will deliver a PowerPoint presentation on topics related to objects in Phoenix Art Museum's Collection or special exhibitions, and on art history topics. Outreach presentations are intended to bring some of the Art Museum experience to students in their classrooms, and will include opportunities for student participation.

## **What topics are available?**

Phoenix Art Museum is happy to provide Docent-presented outreach on a variety of topics related to Museum's Collection or special exhibitions, and on art history topics. Visit [phxart.org/education/educators/schoolprograms](http://phxart.org/education/educators/schoolprograms) to learn about available presentations.

## **How far in advance should I schedule an outreach presentation?**

We ask for a minimum of five (5) weeks' notice to schedule an outreach presentation. If requesting a [Meet Your Museum](#) talk before a scheduled field trip, we may be able to accommodate your class with less notice. We encourage teachers to schedule as early as possible.

## **Is there a fee?**

Docent outreach is offered to classrooms at no charge.

## **Are Docents able to visit schools outside of the Metro Phoenix area?**

Please contact [booking@phxart.org](mailto:booking@phxart.org) with your specific location. We will do our best to accommodate your request.

## **What grades are presentations targeted towards?**

Docents can tailor most presentations to fit your curriculum. Please provide any information that will help with this process in your [initial booking request](#). In our experience, very young students find such presentations challenging. Please consider your students' maturity before scheduling an outreach presentation.

[Art Smart Picturing Arizona](#) (4<sup>th</sup> grade) and ArtSmart Ancient China (6<sup>th</sup> grade) are specifically aligned with state curricular standards and are reserved for the applicable grade level.

## **What do I need to provide?**

Docents require a room that can be darkened, with access to an electrical outlet. If your classroom does not have a Smart Board or screen, please prepare a light-colored wall to project upon. Docents will bring a projector and flash drive. A teacher must remain in the classroom with students at all times. For ArtSmart presentations, please provide glue sticks and scissors for student use. Docents will provide all other necessary materials.

## **How do I make a change or cancel my presentation?**

Please contact us immediately at [booking@phxart.org](mailto:booking@phxart.org) or 602.257.4356 upon learning you need to adjust your scheduled presentation. We appreciate your providing as much notice as possible.