

# GROUP GUIDELINES AND RESPONSIBILITIES

## GUIDED TOURS

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### BEFORE YOUR VISIT

- Review your reservation to check date, time, and number of students. Questions? Call 701-551-6100 or email [education@plainsart.org](mailto:education@plainsart.org)
- Recruit at least one chaperone for every 15 students.
- Share the visit schedule and Plains Art Museum Policies (below) with chaperones.
- With students review Museum Manners (page 2), visit schedule, and exhibitions on display found online at [plainsart.org/exhibits/](http://plainsart.org/exhibits/).
- Remember, your group may not be able to see the entire museum in one visit. Docents will focus the tour on specific themes or artwork. We encourage groups to come back and visit with their families.
- Arrange transportation. Review map and parking guidelines (page 3).
- Divide groups into manageable sizes, 10-25 students per group.

### THE DAY OF YOUR VISIT

- Arrive at the 7<sup>th</sup> Street entrance for your scheduled visit.
- Buses may unload students at the entrance, but may NOT park in front of the Museum for the duration of the visit.
- Admission and tour payments / invoices can be processed at the front desk using cash, check, or credit card.
- Have students wear nametags so docents can call on students.
- Have students leave backpacks and personal belongings on the bus if possible. There is a small coat room located off the atrium. Backpacks and oversized bags are not permitted in the galleries. Bags may be checked at the front desk.

### PLAINS ART MUSEUM VISIT POLICIES

Plains Art Museum (PAM) policies aim to provide the best experience for all visitors, ensure safety, and preserve the artwork for generations to come.

- PAM requires one chaperone for every 15 students.
- Chaperones are responsible for the behavior of their group at all times. PAM requires chaperones to review Museum Manners with groups prior to their visit (page 2).
- Running and rough play are prohibited.
- PAM reserves the right to dismiss any group for inadequate number of chaperones or misconduct.



James Rosenquist, *The North Dakota Mural* (detail), 2010, oil on canvas, 13 x 24 ft., © James Rosenquist. Gift of the artist and an anonymous donor in honor of Dr. Jovan Brkic.

# MUSEUM MANNERS

*Adults, please share guidelines with children before visiting the galleries so everyone can understand the importance of protecting the art in the museum.*



## Keep an Arm's Length from the Artwork

Your touch may not seem like much, but even the slightest contact can damage artwork. Practice "Museum Hands"—hands together behind your back—if you're having a hard time not touching works of art.



## Museum Voices

Please raise your hand when you want to speak and listen quietly when others are talking. Use your polite "inside voices."



## Pencils Only Please

If an accident should occur, a pencil mark is easier to remove than a pen mark. Be careful not to point with your pencil; this also can endanger the works of art.



## Avoid Leaning on Walls or Display Cases

This helps keep works of art hung on the walls or displayed in cases safe. During the visit, we will sit on the floor to rest and focus on the artwork.



## Move Slowly with the Group

Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging works of art.



## No Food, Drinks, or Chewing Gum

The art in the museum will provide plenty of food for thought as well as a feast for the eyes!

