

KNOXVILLE MUSEUM OF ART



A Field Trip to the Knoxville Museum of Art

Pre-visit Planning

- (1) Tours are approximately 60 minutes in length. The size of each group cannot exceed 40 students. **PLEASE PROVIDE ONE CHAPERONE FOR EVERY 10 STUDENTS. CHAPERONES ARE EXPECTED TO SUPERVISE AND BE WITH THEIR GROUP AT ALL TIMES WHILE VISITING THE MUSEUM.** An informational sheet for chaperones is included. Please copy and share this information with them prior to the visit.
- (2) **Plan ahead.** Visit the museum by yourself before your scheduled visit and make notes of the art works you want to stress to the students and share with them prior to the Field Trip. Museum hours are Monday-Closed, Tuesday- Saturday 10:00am – 5:00pm- Sunday 1:00pm - 5:00 pm.
- (3) **Be prepared to divide your group** into smaller groups of approximately 10. Plan to arrive 10 minutes early so that this will not interfere with your allotted tour time.
- (4) **Talk with your students and chaperones in advance about museum manners** so they know what to expect. No large bags, food, drinks, or chewing gum in the museum, please keep a safe distance from the art at all times (at least 2 feet), and only non-flash photography is permitted in the museum. Guided tours are expected to stay with their docent throughout their tour.
- (5) **Keep in mind that the docents volunteer their time** and plan for each tour in advance. They have a set path to follow to ensure the group sees a variety of artworks and topics in the time allotted. If you have special curriculum requests or want to see a specific artwork, please let us know at least a week in advance.
- (6) **The Museum Shop** offers a variety of educational toys and gifts of interest to children. A visit to the Museum Shop may be incorporated into your tour if you so desire. Groups of 10 students at a time will be allowed to visit the shop and make purchases. Many items are available for \$5.00 and under. KMA related merchandise is available. For additional information concerning the Museum Shop, or to pre-arrange a student order, please call the Shop Manager at 865.525.6101, Ext. 242.

Changes and Cancellations

If you must cancel your trip or wish to change your tour date or arrival time, please call DeLena Feliciano, Assistant Director of Education at the Knoxville Museum of Art 865.934.2041 or email at dfeliciano@knoxart.org and inform us immediately. In case of inclement weather cancellation, please notify us before 9:00 am the morning of your trip. More than a 15-minute delay in the start of the tour program without prior notification will cancel the tour. The Knoxville Museum of Art retains the right to refuse admission to any group that does not comply with these requirements.

Transportation Grant

The Transportation Grant Program has been established to make it possible for schools and students, who otherwise could not meet the expenses of the bus and driver, to participate in the unique learning experiences at the museum. Knox County public schools are invited to apply. Grants are made on a first-come, first-serve basis, as monies allow.

Foreign Language Tours

Guided tours in French and Spanish are available for high school and college level groups. Foreign language tours have a size limit based on the availability of volunteer docents for the chosen language. To arrange for a foreign language tour please contact the Assistant Director of Education at dfeliciano@knoxart.org or call 865-525-6101 ext. 227.

Suggestions on How to be a Good Chaperone

When you arrive at the museum, your group of students will be assigned to a museum Docent (tour guide.) The Docent, a trained volunteer educator, will give a special interpretive tour of the artworks. We ask that you remain with your group during the entire museum experience. KMA staff and Docents are dedicated to making your group's museum visit an enjoyable one. *Please call 865.934.2041 the day before your tour to confirm tour time and number of students in your schools' group.*

Please take a moment to read over the following suggestions and share with all chaperones participating in the visit. We believe these will ensure a successful visit.

Participate with your group! Serve as a role model for your students in the museum. Participate and be involved. Please help us reinforce good manners by refraining from talking to other adults or interrupting the Docent. Encourage students to answer questions, but don't speak for them, we want to encourage critical thinking among the students.

Please discuss appropriate museum manners with your class before your visit. Explain that special care must be taken to protect the art; therefore, no one is allowed to touch. Remind them to stay with their group, use inside voices, and raise their hands to ask and answer questions during the tour.

KMA Docents (tour guides) are volunteers who plan each tour individually and make a special trip to the museum to serve as your guides.

The museum has an expansive collection as well as traveling exhibitions and you will not be able to see everything during your visit. The docents have a set path to follow through the galleries to ensure the group sees a variety of artworks and topics in the time allotted. The teachers make specific curricular requests in advance.

Please provide nametags (*if allowed by the school system*) for elementary-aged students to enable your docents to provide a more personal touch during the tour.

Visitor Services Reps are museum staff stationed in the galleries to protect the artwork and assist visitors. They help provide a safe and educational visit for everyone.

Follow staff directions in an emergency. All exits are clearly marked in the museum and its galleries. If an emergency does occur, please take your students to the nearest exit. Museum staff will be available to assist you in the unlikely event of an emergency.

Backpacks, large bags, and umbrellas must be left with the front desk staff.

Food, drink, and gum are not allowed in the museum galleries.

Please turn your cell phone on vibrate/off while in the museum.

Flash photography is not allowed in galleries. Adults can take non-flash photos, but we ask students get permission from their docent before taking photos to prevent interruption of the tour.

Pencils only may be used to take notes in the museum galleries. (Please inform the Docent when he/she calls for your curricular request.)

Please have your students use the restroom before you leave school. Museum restrooms are located on 1st and 2nd floor.

Call us if you have any additional questions at 865.934.2041