



Welcome Guide for Docent-Led School Tours

Thank you for scheduling a docent-led School Tour experience.

The Arkansas Museum of Fine Arts is dedicated to providing engaging and inspiring educational opportunities for student of all ages and we look forward to welcoming your group to the Museum.

This guide provides group leaders with helpful information including pre-visit information to prepare your group, a breakdown of the School Tour experience, transportation and parking information, and post-visit engagements. In addition, there are informational pages for chaperones and bus drivers.

If you have any additional questions about your School Tour, please reach out to Guest Services at GroupRequests@arkmfa.org.

FOR EDUCATORS

Museum Manners and General Museum Policies

- To prepare your students for their visit to the Museum, please share the following expectations with them so that they can help us preserve the art for generations to come.
 - Explore the art with your eyes, please do not touch.
 - Walk, don't run. Be mindful of your surroundings.
 - Be curious and engaged. Don't be afraid to ask questions.
 - No food or beverages, including gum, are permitted in the galleries.
 - Artists are welcome to sketch and write in our galleries using pencils only.
 - Feel free to take photos and selfies but please do not use flash photography, tripods, or selfie sticks.
 - Please leave large bags, backpacks, umbrellas, and personal items on the bus as they are not permitted in the galleries. (If items are brought into the Museum, they can be left at one of our complimentary bag checks.)
- Additionally, a [School Tour Social Narrative](#) is available to help prepare students for their visit.

School Tour Changes or Cancellations

- Cancellations or changes should be communicated to Guest Services at GroupRequests@arkmfa.org no later than two (2) weeks prior to your scheduled School Tour.
- We will try to accommodate changes requested within the two (2) weeks prior to your School Tour, but they are not guaranteed.
- You will receive an email two (2) weeks prior to your visit. Please make sure to confirm the final number of students and chaperones that will be attending your scheduled School Tour to help the Museum allocate the necessary number of staff and docent guides to best support your group.

What to Expect During your Visit

- Please plan to arrive at the Museum fifteen (15) minutes prior to your School Tour time.
- Buses and other transport vehicles should use the Crescent Drive off Ninth Street for drop-offs at the Courtyard Entrance of the building. (The Courtyard Entrance is beyond the large second-story glass room, the Cultural Living Room, facing Ninth Street. Please review the included map for more details.)
- A Guest Services member or docent volunteer tour guide will meet you at your bus or in the courtyard. Please leave all backpacks, large bags, umbrellas, and other personal items on the bus, as they are not permitted in the galleries.
- The Guest Services member or docent will help usher your group into the courtyard where group information can be shared. Before entering the Museum, students should be divided into equal groups of no more than fifteen (15) students. At least two (2) chaperones should accompany each group.
- Each small group will be connected with a docent guide who will begin the School Tour with introductions and cover the Museum Manners. Students will receive a small sketchbook and pencil for engagement activities.
- School Tours last approximately forty-five (45) to sixty (60) minutes and focus on three (3) to four (4) artworks on view. Docents will tour their small groups through the Museum, leading group discussions and activities to help students collaboratively build art knowledge, observational skills, and curiosity.
- All small groups will reconvene outside of the Galleries near the entrance to the Cultural Living Room. Once the full group is together, docents will take leave of the school group.
- If time allows, groups may explore the Museum on their own, have lunch in MacArthur Park, visit MacArthur Military Museum next door, or enjoy the new ADA accessible playground located southeast of the building beyond the MacArthur Military Museum. *Please note we cannot accommodate lunch space for school groups within the Museum.*
- Buses should return to the Crescent Drive to pick up school groups from the Courtyard Entrance facing Ninth Street.

Additional Information

- Chaperone Guidelines
 - Please share the “For Chaperones” page of this document with your chaperones prior to your School Tour.
 - There must be at least two (2) chaperones for every fifteen (15) students.
 - Chaperones must stay with their group throughout the School Tour.
- Transportation and Parking
 - Please share the “For Bus Drivers” page of this document with your bus operator prior to your School Tour.
- Accessibility
 - The Arkansas Museum of Fine Arts is committed to creating an inclusive community space for everyone. Please let the Museum know prior to your visit about accessibility needs including wheelchairs, sensory bags, and more.
- Emergency
 - In case of emergency, notify the nearest security officer or call 501-396-0329. If it is a matter of life and death, call 911 immediately.
- Additional Links
 - To explore what’s on view, please visit [Art & Artists | AMFA \(arkmfa.org\)](https://www.arkmfa.org/art-artists)
 - To discover additional resources and programs for educators and students, please visit [Programs For Schools | AMFA \(arkmfa.org.\)](https://www.arkmfa.org/programs-for-schools)
- After your Visit
 - Students have more meaningful School Tours when they discuss their experiences before and after their visit. Our [Post-Engagement Reflection Activities](#) help continue the conversation started at the Museum.
 - Group leaders may also receive a tour evaluation survey via email. We appreciate you taking the time to provide feedback on your experience.

FOR CHAPERONES

Arkansas Museum of Fine Arts Chaperone Guidelines

- Chaperones must stay with their school group throughout the School Tour.
- While on the docent-led School Tour:
 - Please ensure that you and your group of students stay with the docent guide throughout the tour.
 - Encourage students to follow the Museum Manners, participate in the School Tour activities, and ask questions!
 - Remember that when chaperones are engaged and active in the School Tour (listening to the docent, putting away their cell phones, asking questions, and sitting with the students), students are more inclined to remain engaged.

Museum Manners and General Museum Policies

- Please make sure students adhere to the following manners and policies so that they can help us preserve the art for generations to come.
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FOR BUS DRIVERS

Arkansas Museum of Fine Arts

Transportation and Parking

Our address is 501 East Ninth Street, Little Rock AR, 72202.

Arrival

- Buses should enter the Crescent Drive on Ninth Street, near the corner of Commerce Street, and pull up to the Courtyard Entrance.
- Please stay on the bus until a member of Guest Services comes to greet your group and checks you in.
- Once everyone is off the bus, buses should exit the Crescent Drive and find parking around MacArthur Park.

Parking

- Please use the parking image to find available bus parking options highlighted in red.
- Vans and other standard size vehicles can park along the Crescent Drive and connect with Guest Services through the Courtyard Entrance.
- Additional parking is located on the south side of the Museum; however, we ask all School Tour groups enter through the Courtyard Entrance on the north side of the Museum.
 - Groups coming to see a Children's Theater performance are requested to use the Park Entrance on the south side of the Museum.

Pick-Up

- Buses should return to the Courtyard Entrance along the Crescent Drive to pick up their group at the end of their visit.

Drop-Off and Pick-Up Location



Bus Parking Options

