

Before Your Visit

○ Assemble Chaperones

For K-5 tours, please provide 1 chaperone per 6 students.

○ Make Nametags

Provide each student with a bold nametag prior to arrival. We will have extra on hand.

○ Review “Prepare for your visit to UMMA”

The slideshow helps students to visualize and prepare for their visit.

○ Create Small Groups

Please divide your class into four groups in advance. Each group will most likely have about 5-7 students in it. You know your students and which pairings will be most successful. If you aren't able to choose small groups in advance, the Docent Guides will do this at the beginning of the tour.

○ Communicate Accommodations

ASL and Cart services available with at least two weeks notice. Please reach out about amplification, translators, or individual aides.

○ Plan Lunch and Snacks

UMMA does not have a dedicated lunch space for K-12 tours. The Michigan Union across the street offers fast food options, and many restaurants are located on South University or State Street. If the weather is nice, students could eat outside on benches on the diag near Hatcher Graduate Library.

○ Review Museum Guidelines

- Art is special. Please protect it by looking and not touching.
- Galleries and restrooms are accessible by wheelchair and strollers. Wheelchairs are available.
- All-gender restrooms available on Floor 2. Changing tables available on Lower Level.
- To protect the art, no food or drink are allowed in the galleries.
- We will provide tour supplies (pencils, paper), so backpacks should be left on the bus.
- Photography is allowed. No flash or video please. We encourage students to be fully engaged without phones during tour discussion.

Transportation

It is not safe to unload on State Street.

Please share this drop off location map with your bus driver.



Buses may not park at this location during the tour. Please proceed south on State Street to Briarwood Mall parking lot and then return when the visit concludes to pick up at the same location on South University Street.

AATA Public Bus

Routes 4, 5, and 6 drop off in front of the museum. To ensure accurate up-to-date maps and routes, please consult The Ride website and plan your trip.

Day of Your Visit

○ Entrance Procedure

Enter through the accessible door next to the large white head sculpture (*Behind the Walls*, by Jaume Plensa). You will find a check-in desk and lobby area by the Museum Shop. Restrooms are on the Lower Level. Please arrive 10 minutes early to allow for bathroom breaks and hanging jackets.

○ Check In

Please attach nametags to children and break into groups. We will have extra nametag stickers on hand.

Take COVID Precautions

- Per University of Michigan policy, masks are optional inside U-M buildings. Some tour guides may choose to wear a mask.

After Your Visit

○ Complete Bus Reimbursement Form

If you were notified that you qualify for bus reimbursement funds, please submit your invoice receipt and W9 form to Grace VanderVliet (mdegroo@umich.edu). The University of Michigan

- will send a check to the school.

Complete Tour Reflection Form

You will be sent a brief survey asking you to reflect on your visit. Thank you for taking five minutes to complete it! What made an impact on students? What might they remember about the tour? Your feedback truly matters and shapes our future tours.