PREPARE FOR YOUR FIELD TRIP TO MIM!

Field Trip Planning Checklist

Teacher and Chaperone Responsibilities
_in English and Spanish_

School Bus Parking Map

MIM
MUSICAL INSTRUMENT MUSEUM
4725 E. Mayo Blvd., Phoenix, AZ | 480.478.6000 | MIM.org
Before Your Visit

☐ Collect permission slips.
☐ Review/implement pre-visit curriculum.
☐ Review MIM’s “Field Trip Planning Guide.”
☐ Discuss the visit and activities with the chaperones.
☐ Distribute the “Teacher and Chaperone Responsibilities and Student Conduct” document and reinforce the points in it. During your visit, students must remain with their chaperones at all times and it is the chaperones’ responsibility to maintain orderly student behavior.
☐ Make a master list of chaperones and students and ensure that your numbers are accurate. The list should clearly state who the chaperone is assigned to which group of students.
☐ Name tags with the child’s first name and the name of the school/organization are recommended. Decide on plans for lunch.
☐ The museum does not have an interior or exterior space where students can eat their lunches. Paradise Valley Park at 17642 N 40th St has adequate space, restrooms, and shelters. We can provide a non-refrigerated storage space for the lunches during the tour. We suggest that you make sure the students’ names are on their lunches and that you place them in a box or bin for easy storage.
☐ Tour groups that are scheduled at 9:30 a.m. will normally depart at the conclusion of the tour (around 11:30 a.m.) and should plan to have lunch at Paradise Valley Park or a designated location on the way back to school.
☐ Tour groups that are scheduled at 11:00 a.m. should stop at Paradise Valley Park or a designated location for lunch or a snack prior to arriving at MIM.

The Day of Your Visit

☐ Expect a call from MIM in the morning of your visit to confirm field trip details.
☐ Have your students use the restroom before departing for MIM.
☐ The group leaders should have a final, separate head count of students and a final, separate head count of chaperones when checking in with a MIM team member.
☐ Provide one chaperone for every five students for grades K–6 and one chaperone for every ten students for middle and high school—these chaperones are free of charge. NOTE: the number of free chaperones is based on your FINAL student head count on the day of the tour. Include teachers in the final chaperone count.
☐ Use your final head count to subdivide your group into equally sized groups of no more than about twenty or twenty-five before you arrive. These groups should be easily identifiable—Group 1 or A, Group 2 or B, etc., so that when a group is called to disembark, they know who they are and the assigned museum guide knows who they are. If there are changes to the count that was originally booked, the group sizes may change.
☐ Collect all monies that may be due upon arrival, including money from extra chaperones. Be ready to present one payment for the entire group. Please exchange any large amounts of cash for a check to be presented at the time of payment, or pay with a credit card to expedite the check-in process. If paying with a purchase order, present a copy to the School and Group Tour Coordinator. Bring your MIM reservation confirmation with you.
☐ Give the driver maps and directions.
☐ When you are five minutes from MIM or if you are running late, please contact us at 480.245.6919.
At the Museum

When you arrive:

- Students and chaperones should remain on the bus until MIM team members board and give instructions.
- The group leader should meet the MIM representative at the entrance designated on the group’s confirmation document and check in.
- The group leader must have the final, separate student count and the final, separate chaperone count and settle any payment due. If paying by purchase order, please present a copy to the School and Group Tour Coordinator.
- Backpacks and large bags or items must be left on the bus. Only a teacher carrying medications, etc., may bring his/her backpack with these items into the museum.
- No food or drink (including water bottles) is allowed in the museum. Drinking fountains are located throughout the museum.
- Your students should already be pre-divided into equally sized groups of no more than 20–25 per group, but groups may be smaller depending on the number of museum guides assigned to your tour. Each equally sized group should be ready to disembark and follow its museum guide into the building.
- After the meet and greet, one group will be asked to disembark from the first bus. Only one bus should unload at a time.
- Museum guides will escort your group into the building and will assist in distributing guidePORTs to the group.
- Upon entering the building, each student will quickly pick up one headset and one guidePORT and follow his/her museum guide to the designated location for viewing the orientation video.
- The Museum Store is not a part of the field trip. The store invites no more than two students per chaperone, with a maximum of ten students. Please ensure that students waiting to access the store are also supervised.

During your visit:

- All groups that visit MIM for a field trip will view the orientation video.
  
  If you are scheduled for a Guided Tour:
  - The museum guide will lead a tour through all of the Geographic Galleries and include free-choice learning time with the use of guidePORTs.
  - The tour includes a visit to a hands-on gallery where students will have a directed experience with musical instruments.
  
  If you are scheduled for a Trailblazer Self-Guided Tour:
  - The group leader should have distributed the gallery map with designated time frames to the teachers and chaperones in the group prior to the field trip—the time allotted is typically fifteen minutes per gallery.
  - The group leader should have pre-divided the students into equally sized groups prior to arrival.
  - The group leader should discuss the touring plan with the other teachers and chaperones ahead of time.
  - Each chaperoned group should start in a particular gallery and proceed in a clockwise manner.
  - Students must stay with their chaperone at all times.
  - Each group will be led by a teacher or chaperone (who must be with his or her group at all times) through the museum galleries, including the hands-on galleries.
  - Chaperones must effectively supervise the students and ensure appropriate behavior.
  - Touching the instruments is only allowed in the hands-on galleries, Event Rooms, or cart stations.
  - Taking pictures is allowed, but without flash.

After your visit

- Implement the post-visit curriculum in the classroom (optional).
- Remember to complete the MIM Tour Evaluations. An e-mail containing a link to the evaluation will be sent to you the week following your tour.
Teachers / Youth Group Leaders

Before you leave school:

Copy this checklist for each teacher/chaperone. Distribute and review this with each teacher/chaperone before you arrive at MIM.

In order to make your experience as pleasant as possible:

- Bring siblings on another day. Siblings can distract you and the other students, making it difficult to focus on your role as a chaperone.
- Learn the name of each student in your group. The lead teacher should supply you with a list of students in your group. Make sure the students in your group know your name.
- Make sure you know the schedule for the day: when and where you should report prior to departing from school, when and where to meet prior to departing from the museum, time for departing and arriving, lunch plans, etc.
- There are only a few places in the museum where touching instruments is allowed: Experience and Encore Galleries, Event Rooms, or cart stations. Remind students to handle the instruments gently and respectfully so that everyone can enjoy them. Please do not touch instruments or displays in any of the other galleries.
- Make sure your group stays together at all times.
- Leave backpacks and large bags or items on the bus. A teacher/group leader with a backpack carrying medical supplies, etc., will be allowed to bring it into the museum.
- Food or drink, including water bottles, must not be brought into the museum. Drinking fountains are available throughout the museum.
- Taking pictures is allowed, but without flash.
- You are responsible for the safety and behavior of students assigned to you. You must stay with your students at all times. We reserve the right to remove any individual or group refusing to comply with reasonable standards of behavior.
- Accompany and guide your students during the exploratory parts of the tour.
- Assist your students with the exploratory activity.
- Be attentive of the time during the exploratory parts of the tour and return to the group at the designated time.
- Encourage the students to talk about their experiences during and after their visit.

Student Conduct

All students and other chaperones must review the following Museum Conduct list with the lead teacher or chaperone:

- Respect and share the museum exhibits with each other and with other guests.
- Stay with chaperones or teachers at all times.
- Be respectful of others, do not run, and use a quiet voice.
- Observe with your eyes and not your hands, except in the hands-on galleries, Event Rooms, or cart stations.
- Have an extraordinary time and come back soon!
Maestros/as y Chaperones

Antes de salir de la escuela

Favor de darle una copia de esta lista a cada chaperón. Distribuya y revise esta lista antes de llegar al museo.

Para hacer su visita más agradable:

- Traiga a los hermanos en otro día. Hermanos/as pueden distraerlo a usted y a otros estudiantes, haciendo más difícil el enfocarse en su rol como chaperón.
- Apréndase el nombre de cada estudiante en el grupo. El/La maestro/a debería de darle una lista de los estudiantes en su grupo. Asegúrese de que los estudiantes se sepan el nombre de usted (su chaperón).
- Asegúrese de saberse el horario del día: Cuándo y dónde debe de reportarse antes de salir de la escuela, cuándo y dónde encontrarse después de salir del museo, hora a la que salen/llegan, etc.
- Tocar instrumentos sólo está permitido en dos galerías (Experience Gallery y Encore Gallery) y en los salones de clase o las carretas especiales. Favor de recordarles a los estudiantes que traten a los instrumentos con respeto para que todos los puedan disfrutar. Favor de no tocar los instrumentos en las otras galerías.
- Asegúrese de que todos en su grupo estén juntos a todo momento.
- Mochilas y bolsos grandes deben de permanecer en el autobús. Solo un/a maestro/a cargando medicina, etc., puede traer su mochila con esos artículos al museo.
- No se permite comida o bebidas, incluyendo botellas de agua en el museo. Hay fuentes de agua alrededor del museo.
- Las fotos están permitidas sin flash.
- Usted es responsable de la seguridad y el comportamiento de los estudiantes que pertenecen a su grupo. Debe de estar con sus estudiantes en todo momento. Reservamos el derecho de retirar a cualquier persona o grupo que se niegue a cumplir con las normas razonables de conducta.
- Acompañe y guíe a sus estudiantes durante la parte de exploración de la visita.
- Asista a sus estudiantes con la actividad de exploración.
- Presta atención al horario durante las partes de exploración de la visita y regrese al grupo a la hora designada.
- Anime a los estudiantes a platicar sobre sus experiencias en el museo durante y después de su visita.

Normas de Conducta en el Museo

Favor de darle una copia de esta lista a cada estudiante. Distribuya y revise esta lista antes de llegar al museo.

- Respeten las exposiciones y compartan el museo con los demás visitantes.
- Permanezcan con los maestros/as o chaperones en todo momento.
- Sean respetuosos con los demás, no corran, y hablen en voz baja.
- Observen con sus ojos y no con sus manos, con la excepción de la Experience Gallery y la Encore Gallery, las aulas, o las carretas especiales.
- ¡Pásensela muy bien y vuelvan pronto!
Coming from Tatum Blvd, turn onto Mayo Blvd heading west.

Turn left into the MIM parking lot off of Mayo Blvd.

If you are scheduled to arrive through the main entrance, pull up to the loading/unloading zone at the front of the building to allow students to depart the bus.

If you are scheduled to arrive through the school tour entrance, you can drive to the south end of the parking lot to pull into the school bus location to allow students to depart the bus.

Once the students are off the bus, buses may park in the parking lot or at the designated bus parking on the north end of the parking lot.