



A Note to Chaperones

Thank you for being a chaperone on the school visit to the Woodson Art Museum. Here are a few suggestions to help make your visit more enjoyable. Please read them before your trip. We are looking forward to your visit!

1. There must be at least one adult chaperone for every ten students.
2. Each adult chaperone should stay with the group he/she is assigned throughout the entire tour.
3. Docents will be asking all visitors not to touch artwork, pedestals/bases, and temporary walls used to display art. (Also please check that students do not have gum – thank you!)
4. There are many outdoor artworks at the Museum. Please be sure that students do not climb on outdoor sculptures, benches, or displays.
5. Interaction between students and docents is an important part of the tour experience. Please give students the opportunity to share/discuss their ideas during the tour.

Thank you again for your support and participation!



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General Museum Guidelines

Read all the information below.
If you have questions, please contact
the Museum at
715-845-7010

BEFORE ARRIVING AT THE MUSEUM (SCHOOL GROUPS)

Break Your Class into Small Groups

Your class(es) will tour the Museum in small groups of approximately 10 students per group. Please break your class(es) into groups of approximately 10 students before arriving so that this will not take time away from the tour experience. For example, a group of 37 should be divided into four groups.

Chaperones

You must have one adult chaperone for every 10 students. Enclosed you will find notes to chaperones. **Please give each participating chaperone a note before arriving at the Museum.** Their role in the tour experience is very important.

Nametags

Please have students wear nametags (pre-school through fifth grade). This helps us to better personalize the tour experience.

Curriculum Connections

If you are studying something in the classroom that you would like to relate to the Museum experience, please let us know. We want to connect with your classroom curriculum whenever possible. If you would like to explore possible connections, please call Erin Narloch, the Museum's curator of education: docent and school programming specialist, at 715-845-7010 or email enarloch@lywam.org.

BUS UNLOADING AND ENTERING THE MUSEUM

Buses should stop on the west side of Twelfth Street at the "bus unloading" sign. Students should unload and follow the sidewalk to the Museum's main entrance on the south side of the building.

The main entrance that your group will enter through is wheelchair accessible. Docents will meet all members of your group at this entrance. See enclosed Museum map.

REST ROOMS AND COAT ROOMS

Rest rooms and coat rooms are located on the main level near the tour entrance and on the lower level adjacent to Art Park. Oversized objects and cameras must be checked at the Visitor Services desk.

PHOTOGRAPHY

In order to protect artworks in the Museum, no cameras (including cell phone cameras) may be used in the galleries. You may, however, take pictures during classroom experiences, in Art Park, and in the sculpture garden.

CANCELLATIONS, DELAYS, AND CHANGES

Please advise the Museum as soon as possible of any cancellations. Also, please notify the Museum if your group is delayed so staff and volunteer docents may plan accordingly. Another tour may be booked immediately following yours and, therefore, it is often not possible to extend tour times when a group is late.

If the number of people in your group changes by five or more, please notify the Museum as soon as possible. We ask for two weeks notice whenever possible so that we can secure the appropriate number of volunteer docents.

MISCELLANEOUS

Please convey the Museum's "Do not touch" policy to students. This is important in order to preserve these artworks for future generations to enjoy. Even when hands are clean, they have natural oils and salts on them that can harm paintings and sculpture. Docents will make hands-on touring items available for tactile learning experiences.

Only pencils are permitted when writing or sketching in the Museum. If you plan to bring pencils and/or worksheets for your visit, please notify the Museum in advance so docents can be aware of your plans.

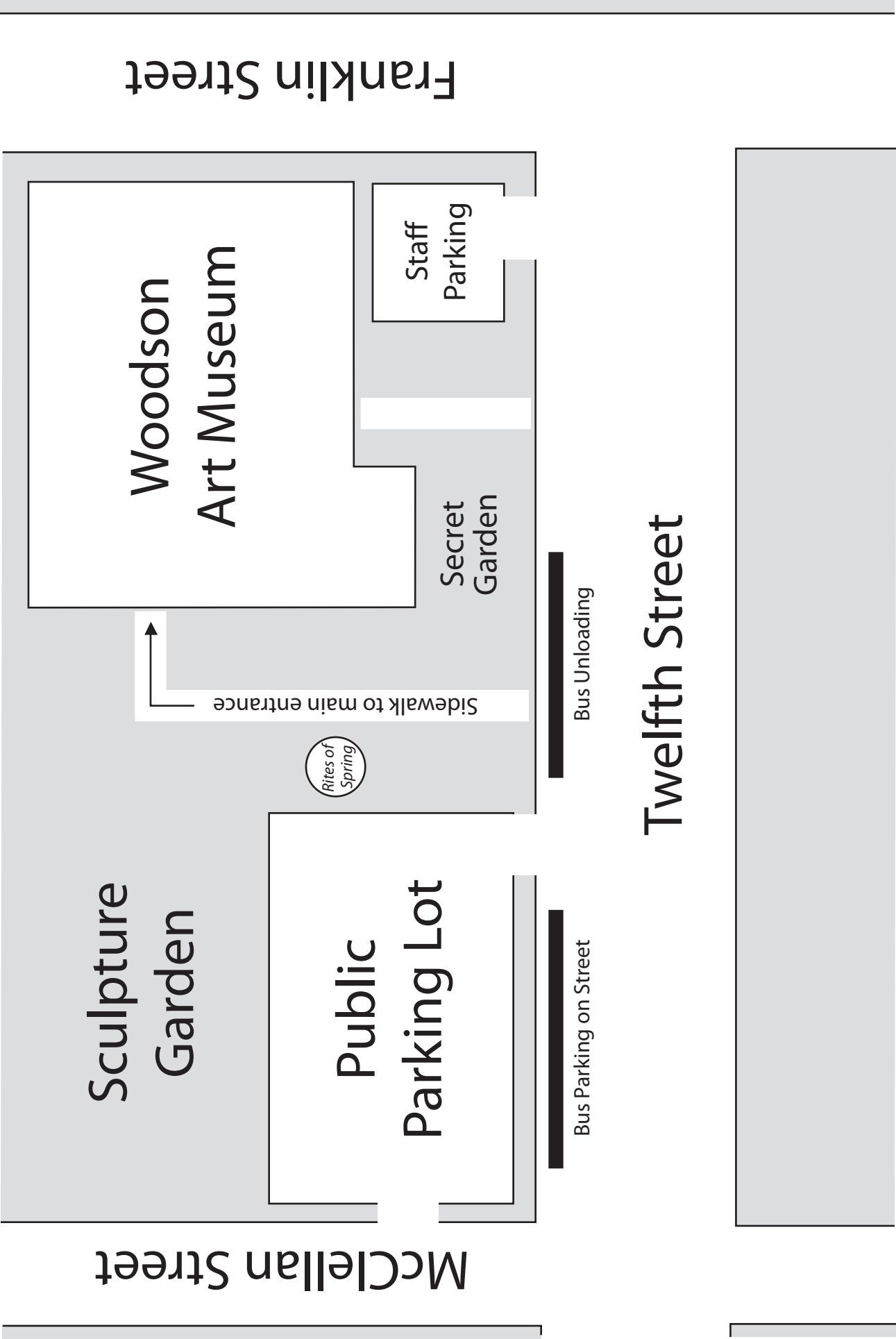
Food (including gum and candy), beverages, and smoking are not permitted in the Museum.

700 N Twelfth Street
Wausau WI 54403
715-845-7010
www.lywam.org
museum@lywam.org



Tuesday, Wednesday, Friday 9 am–4 pm
Thursday 9 am–7:30 pm (*Birds in Art* only)
Saturday – Sunday Noon–5 pm

Always **Free** Admission



McClellan Street

Franklin Street

Sculpture Garden

Woodson Art Museum

Rites of Spring

Sidewalk to main entrance

Public Parking Lot

Secret Garden

Staff Parking

Bus Parking on Street

Bus Unloading

Twelfth Street