



# Making the Most of Your Museum Visit

## Notes for Educators and Chaperones

Please share and read this information before your visit. We look forward to welcoming you and your students!

- ➔ Divide students into groups of no more than ten prior to arriving at the Museum; identify one adult chaperone for every ten students. Chaperones should stay with his/her assigned group throughout the visit.
- ➔ Pre-school through fifth-grade students should have nametags.
- ➔ Educators and chaperones assist Museum docents in creating a structured and engaging experience. The docent's role is to facilitate dialogue in the galleries; chaperones assist by monitoring the group's behavior, helping if a student needs a restroom, and ensuring group cohesiveness.
- ➔ Docents and guards will remind students not to touch artwork, pedestals/bases, or the walls used to display art; chaperones also can communicate these guidelines prior to the visit. Please make sure that students do not have chewing gum.
- ➔ While on the grounds and in the sculpture garden, please remind students not to climb on sculptures.
- ➔ Conversation between students and docents is an important part of the tour experience; help students share and discuss their ideas during the visit.

Thank you for your participation; we hope you enjoy your Woodson Art Museum visit. Please share feedback following the visit using our evaluation form: <http://www.lywam.org/visit-evaluation-form/>

## Additional Details

### 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 is wheelchair accessible; docents will meet the group in the main entrance area. See enclosed map.

## Restrooms and Coatroom

Restrooms and the coatroom are located near the main entrance. Additional restrooms are located on the lower level adjacent to Art Park.

## Photography

Photography is permitted throughout the Museum's galleries and grounds.

## Cancellations, Delays, or Changes

Please call the Museum in the event of a cancellation. Also, call if your group is delayed so staff and volunteer docents may plan accordingly; note that it may not be possible to extend a visit if a group is late. If the size of the group changes by five or more, call the Museum as soon as possible.

## Miscellaneous

- ➔ Please share the Museum's "do not touch" policy with students. This is necessary to preserve artworks for future generations. 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 galleries. If you are bringing pencils and/or worksheets, please let the Museum know in advance so docents are aware of your plans.
- ➔ Food and beverages, including gum and candy, are not permitted.

If you have questions, please contact the Museum at 715.845.7010



700 North Twelfth Street  
Wausau WI 54403  
715.845.7010  
[www.lywam.org](http://www.lywam.org)  
[museum@lywam.org](mailto:museum@lywam.org)

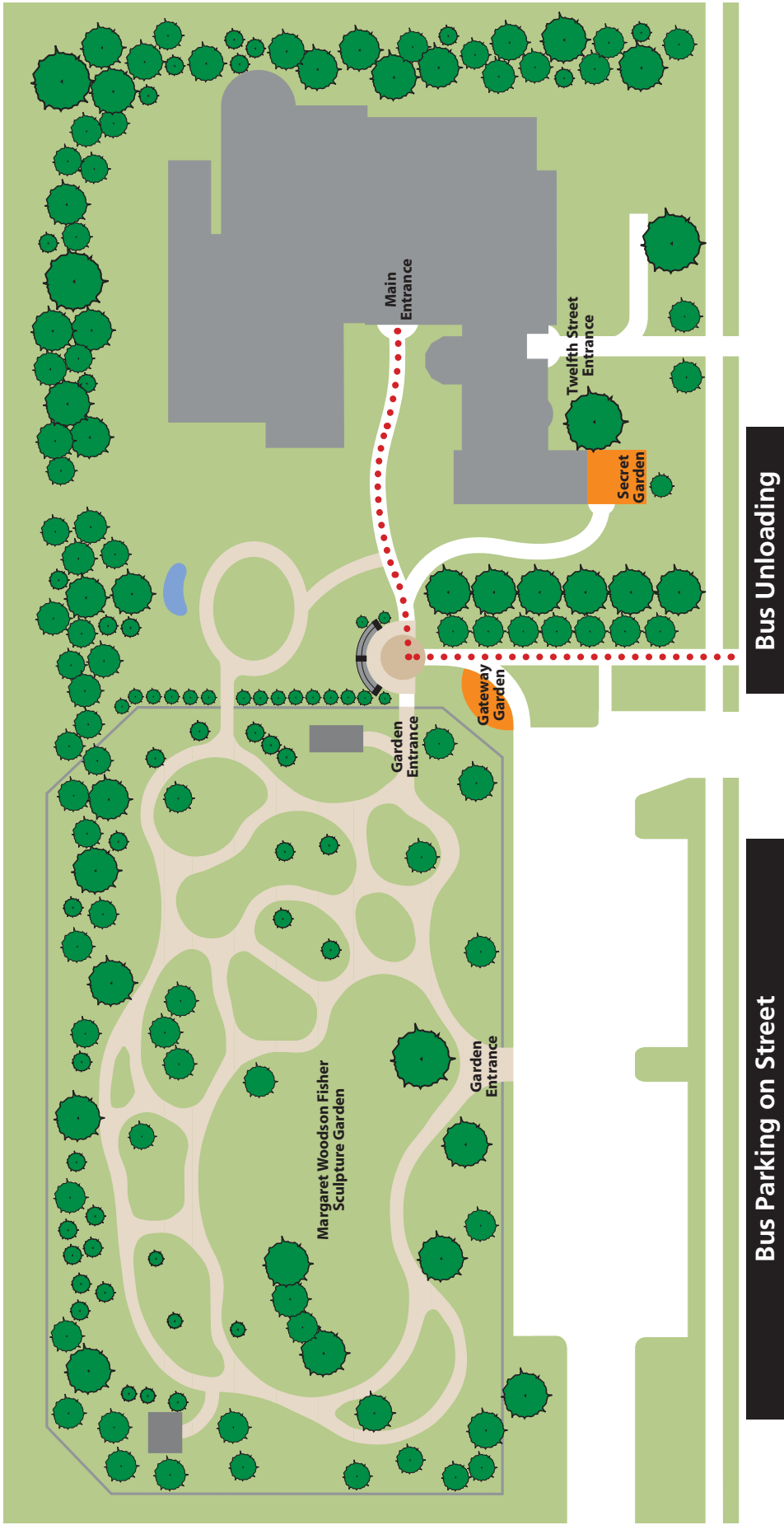
Tuesday – Friday  
First Thursday of each month  
Thursdays during Birds in Art  
Saturday – Sunday

9am – 4pm  
9am – 7:30pm  
9am – 7:30pm  
Noon – 5pm

Closed Monday and holidays, including New Year's Day, Easter, July 4, Thanksgiving, Christmas Eve, and Christmas

**Always Free Admission!**

Franklin Street



Bus Unloading

Bus Parking on Street

Twelfth Street

McClellan Street