



SCHOOL TOUR GUIDELINES

Welcome to The Ringling! Please keep these guidelines in mind during your visit:

- BACKPACKS** Students should leave all non-essential items at school or on the school bus. Backpacks may not be carried through the galleries.
- BUSES** Your group should unload and load buses at the designated "Bus Drop-Off." Buses are not permitted to drive on the museum grounds.
- ARRIVAL** When you enter through the gatehouse, please proceed with your group to the Welcome Center in the Visitors Pavilion. In this space, students can have a drink, use the restroom, and get organized before entering the museum.
- The Lead Teacher should check in with Admissions. Upon checking in, the teacher will receive a welcome packet containing wristbands, chaperone badges, and information for your visit.
- BEHAVIOR** Please review behavior guidelines with your students prior to leaving the Welcome Center!
- CHAPERONES** Chaperones are responsible for the students in their group. Please stay with your assigned students, model good museum behavior, engage students in discussion, and wear your chaperone badge at all times.
- DOCENT-LED TOUR** If you booked a docent-led tour, your docent(s) will meet you in the Visitors Pavilion. Please make sure that your students are divided into the requested number of groups.
- SELF-GUIDED TOUR** If you scheduled a self-guided tour, you can explore the museum grounds on your own once the check-in process is complete. Please assign at least one chaperone to accompany every ten students. If you have more than 25 students, we recommend you divide into sub-groups for ease of movement.



- FOOD/DRINK** Food and drink are not allowed in the galleries. Make sure your students dispose of any water bottles, drinks, food, and gum in the Welcome Center.
- LUNCHES** If you are planning to eat lunch at the museum, you may leave your lunches in the Welcome Center and make use of our outdoor picnic tables. Wagons are available for transporting lunches.
- HANDS** It's important to keep hands and bodies a safe distance from the artwork. Please stay an arm's length away from all works in the galleries.
- MUSEUM STORE** If your students plan on going into the Museum Store, please accompany them. Chaperones must stay with their groups at all times.
- PENCILS** If you will be writing or drawing in the galleries, please use pencil only. Bring clipboards or pads to write on.
- OTHER VISITORS** Please be respectful of other visitors by using an indoor voice and moving through the galleries carefully.
- PHOTOS** Photography is allowed, as long as no flash is used. Please do not photograph inside the Seering Wing of the Museum of Art, as the special exhibitions on view there have copyright restrictions.
- TRAMS** Trams are reserved for students and chaperones with special mobility needs. School groups should generally plan to move between buildings on foot.
- QUESTIONS** If you have any questions or concerns during your visit, you can ask any security guard wearing a black jacket.

We hope you have a wonderful time! Thank you for visiting!