

School: _____

Teacher: _____

Date of visit: _____

Educator, Welcome to The Ringling! This planning guide has all the information you will need for a successful day at the museum! Use the Chaperone Planning Template from our Teacher Resources page with this document. If your group needs any help throughout your day, call or text Ringling Educator **Brooke at (941) 321-7010** or find any Ringling security staff (wearing black shirts with nametags throughout The Ringling). Thank you for bringing your students to The Ringling!

Schedule

__ : __ am – bus leaves school to go to The Ringling.

__ : __ am – Students arrive at The Ringling. All chaperones meeting at the museum should wait outside the front gate house entrance and join students when they arrive. Check-in with Ringling.

__ : __ am – Restroom break and gathering groups

__ : __ am – Enter museum for (circle one) Guided Tour, Semi-Guided Tour, Teacher-Led Visit

__ : __ – Lunch and restrooms. My group is eating at lunch location(s) _____ on the map.

__ : __ – Meet at bus drop-off zone. Teacher will conduct headcount and students will begin loading the bus. **DO NOT** be late. My students (circle one) **ARE/ARE NOT** allowed to visit the giftshop on their way out.

Group Number : _____

Students:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

My Group's Rotation:

My group starts in _____

Then _____

Then _____

Rotate every _____ minutes

Groups of 10 students or less required

Groups

Head Teacher: _____

Group Number Chaperone			
Student Names			

Groups of 10 students or less required

Lunch Locations

There are multiple options for picnic lunches at The Ringling! All lunch locations are outdoors, with limited covered spots available. If your group is interested a lunch location, let us know! It is best to let us know ahead of time for groups visiting on days with multiple school groups. The map in this document labels 4 lunch locations:

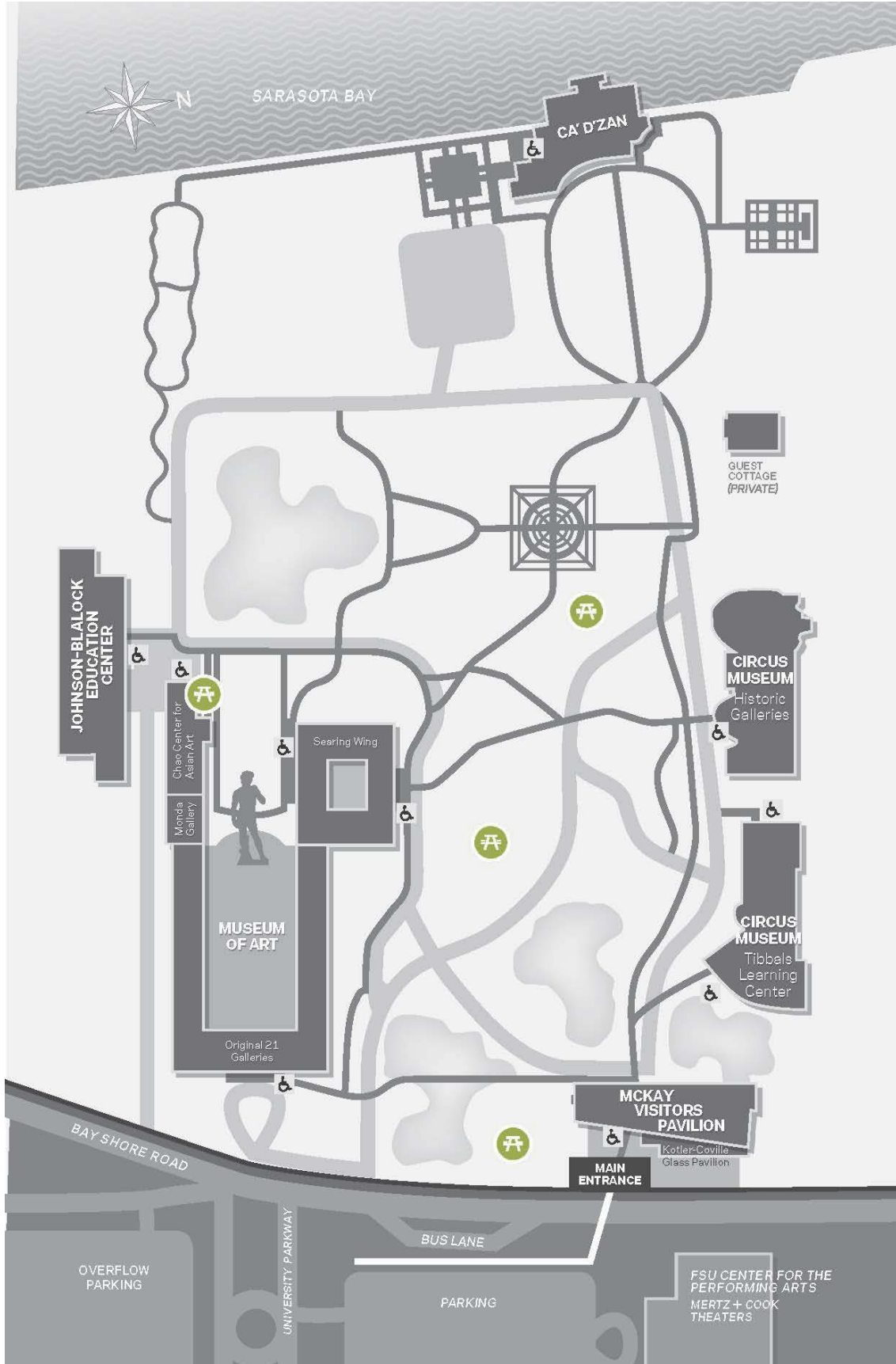
- A. Picnic area by the Dwarf Garden. This picnic area is directly outside of our Children's Welcome Center, where lunch wagons are kept. This location is shaded by trees and has picnic tables for 30-35 students. There is also ground space for sitting.
- B. Picnic area at the Bolger Playspace. This picnic area is located at our playspace on campus. Students are welcome to enjoy the playspace with adult supervision. This area is shaded by trees and has picnic tables for approximately 30 students.
- C. Open grass area for picnic lunch. Picnic tarps are available on a first come first serve basis, unless reserved ahead of time, in the Children's Welcome Center. This area has some tree shade and some sun exposure. This is our largest area if your group would like to picnic all together. Large groups of 100+ could picnic here together or separately at our other picnic locations. Picnic tarps can hold up to 120 students. If requested ahead of time, picnic tarps can be available at this picnic location.
- D. Picnic area under The Center for Asian Art. This picnic area is shaded and under building cover. This area is the furthest away from the Children's Welcome Center where lunch wagons are kept (about a 5-minute walk). This area has restroom and water fountains located right inside the door to the building. This area has benches and floor room for sitting for approximately 30 students.

If you would like to request a lunch location for your group, contact Brooke at schooltours@ringling.org or leave a comment in the tour request form.

NOTE: Picnic tarps and lunch wagons cannot be taken inside of any Ringling venue or the Museum of Art Courtyard.



Teacher Planning Guide



Group Rotations

Number of groups: _____

Rotate to the next venue every _____ minutes

Group(s) _____.

- ↓ Start in Museum of Art
- ↓ Circus Museums
- ↓ Grounds and Gardens

Lunch location _____

Lunch time _____

Group(s) _____.

- ↓ Start in Circus Museums
- ↓ Grounds and Gardens
- ↓ Museum of Art

Lunch location _____

Lunch time _____

Group(s) _____.

- ↓ Start in Grounds and Gardens
- ↓ Museum of Art
- ↓ Circus Museums

Lunch location _____

Lunch time _____

Groups of 10 students or less required

Chaperones:

Name	Contact	Teacher/Class