



GROUP LEADER CHECKLIST

At the American Visionary Art Museum we know how special and magical a day at the museum can be. We want to do our best to make sure that your students are safe and that our artwork stays safe as well. To make the most out of your visit to the museum, it is best to plan ahead and be prepared.

TWO WEEKS BEFORE YOU VISIT TO AVAM

- Double-check that you have received your confirmation packet.
- Start talking with your students about Visionary Art, Recycled Materials and what is appropriate behavior for a Museum.
- Review our **VISIONARY ACTIVITIES FOR THE CLASSROOM** (<http://avam.org/for-educators-and-educatees/educational-resources.shtml>) and incorporate some ideas into lessons to prepare students for what they are going to see at the museum.
- Review the **SCAVENGER HUNTS** (<http://avam.org/for-educators-and-educatees/educational-resources.shtml>) available on line. Decide if they are appropriate for your students and make photocopies to hand out the day of your visit.

ONE WEEK BEFORE YOU VISIT TO AVAM

- Make sure that chaperones each have a copy of **HOW TO BE A VISIONARY CHAPERONE**.
- Review **MUSEUM GUIDELINES** with students.

THE MORNING OF YOUR VISIT TO AVAM

- Divide into groups.
- Remember to leave backpacks, lunches and anything extra on the bus.
- Review **MUSEUM GUIDELINES** with students.
- Emphasize to chaperones their importance in helping your visit to be a success. Encourage them to be hands on and to set an example for the students.
- Give each student a copy of the Scavenger Hunt.

WHEN YOU ARRIVE AT AVAM

- Check in with the front desk at the main building (the large building covered in mosaics. The entrance is near Key Highway.). If necessary, pay for your groups admission and workshop fee.
- Make sure each of your students has their hand stamped.
- Before starting your visit/workshop, read and review the **MUSEUM GUIDELINES** with your students.
- Set a clear plan for what time and where to meet each group/chaperone at the end of the visit.