

# PRE-VISIT CHECKLIST



## Before Your Visit

- Assign Chaperones**  
Please be prepared to provide 1 chaperone per 6 students.
- Make Nametags**  
Provide each student with a bold nametag prior to arrival. We will have extra on hand.
- Review “Prepare for your visit to UMMA”**  
The slideshow and video help students to visualize their visit. Please narrate as needed.
- Create Small Groups**  
Please divide your class into smaller groups in advance. When you receive your visit confirmation, UMMA will let you know how many groups to form. Each group will have about 5-7 students in it. You know your students and which pairings will be most successful.
- Communicate Accommodation Requests**  
ASL and Cart services available with at least two weeks notice. Please reach out about amplification, translators, or individual aides.
- Plan Lunch and Snacks**  
UMMA does not have a dedicated lunch space for K-12 tours. The Michigan Union across the street offers fast food options, and many restaurants are located on South University or State Street. If the weather is nice, students could eat outside on benches on the diag near Hatcher Graduate Library.
- Review Museum Guidelines**  
Share the guidelines on the next page with your students.

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## Museum Guidelines

- Art is special. Please protect it by looking and not touching.
- Galleries and restrooms are accessible by wheelchair and strollers. Wheelchairs are available.
- Gender-inclusive restrooms are available on Floor 2. Changing tables available on Lower Level.
- To protect the art, no food or drink are allowed in the galleries.
- We will provide tour supplies (pencils, paper), so backpacks should be left on the bus.
- Photography is allowed. No flash or video please. We encourage students to be fully engaged without phones during tour discussion.

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## Bus Information

When the date and time of your visit have been confirmed, please reserve bus transportation according to your typical procedure. Tours last one hour. If you have requested bus funds, UMMA staff will communicate the process for your school.

It is not safe to unload on State Street. Please share this drop off location map with your bus driver.



Buses may not park at this location during the tour because there is no parking lot. Please proceed south on State Street to Briarwood Mall parking lot and then return when the visit concludes to pick up at the same location on South University Street.

### AATA Public Bus

Routes 4, 5, and 6 drop off in front of the museum. To ensure accurate up-to-date maps and routes, please consult The Ride website and plan your trip.

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## Day of Your Visit

- Give Drop-off Map To Bus Driver**  
Give the Map on page 2 to your bus driver.
- Arrive 10 Minutes Early**  
This allows time for bathroom breaks, hanging up coats, and getting settled.
- Enter the Museum**  
Enter through the accessible door next to the white head sculpture (*Behind the Walls* by Jaume Plensa). This is around the front of the building from where the bus dropped you off.
- Check In**  
Please attach name tags to children and break into groups. We will have extra nametag stickers on hand.
- Take Health Precautions**  
Masks are optional, but some tour guides may choose to wear a mask.

## After Your Visit

- Complete Tour Reflection Form**  
You will be sent a brief survey asking you to reflect on your visit. Thank you for taking five minutes to complete it! What made an impact on students? What might they remember about the tour? Your feedback truly matters and shapes our future tours.
- Complete Bus Reimbursement**  
If you were notified that you qualified for bus funds, please complete the steps that were shared with you. The process will vary depending on your school district.