



# Teacher Checklist for School Visits

The Getty  
**Villa**

If you have any questions about your reservation, please call Visitor Services at **(310) 440-7322** and speak with a school-group associate.

## RECRUIT CHAPERONES

- One chaperone (non-student over age 18) is required for every 15 students. A maximum of two chaperones per 15 students are allowed. Remind chaperones to stay with their groups at all times, even if their students are high-school aged.

## TEACHER PREPARATION

- Make clear and legible nametags for each student to wear during the guided lesson so the gallery docent can use their names during the lesson.
- Be prepared to separate your entire school group into smaller groups of 10-15 students. We will tell you the exact number when you arrive, based on your total number of students, chaperones, and how many docents are available
- Familiarize yourself with the works of art on view. Visit [www.getty.edu/art](http://www.getty.edu/art) for information on works of art, changing exhibitions, videos, and other resources to use during and in preparation for your visit.
  
- Create a plan for your visit. Ideas and suggestions are available on the "Visit Activities" page at [www.getty.edu/education/teachers/trippack/activities.html](http://www.getty.edu/education/teachers/trippack/activities.html).
- Print and organize the appropriate worksheets for the activities students will do in the galleries. Review with your chaperones the order in which they will visit the galleries and do the activities.
- Pencils and clipboards are available to borrow from the Villa in the picnic area. Supplies are limited. Please return pencils and clipboards to the same location when you are done with them. Please note that we cannot provide paper.

## SCHOOL



Education at the J. Paul Getty Museum  
at the Getty Villa

1200 Getty Center Drive, Suite 1000v  
Los Angeles, CA 90049-1745

# Teacher Checklist for School Visits *(continued)*

## FOR ALL VISITS

- Inform your students of the agenda for the visit – how long they will be in the museum, what time their lunch will be, whether or not they will be visiting the gift shop, etc. Studies show students learn more on a field trip when they have this kind of basic information in advance.
- Watch the video History of the Getty Villa with your students online at [www.getty.edu/education/teachers/trip-pack/activity\\_villa\\_pre\\_videointro.html](http://www.getty.edu/education/teachers/trip-pack/activity_villa_pre_videointro.html).
- Remind students to help us protect the art on view by staying at least 12 inches away from works of art and being careful with pencils in the gallery.
- Do the "Preserving Ancient Art" activity to help students learn why we ask them not to touch the art on display. Find it at [www.getty.edu/education/teachers/trip-pack/activity\\_pre\\_preservingancient.html](http://www.getty.edu/education/teachers/trip-pack/activity_pre_preservingancient.html).
- Practice "close looking" with your students. Do the "Thirty-Second Look – Getty Villa" activity to help students learn the benefits of slowing down and looking closely at works of art. Find it at [www.getty.edu/education/teachers/trip-pack/activity\\_villa\\_pre\\_30second.html](http://www.getty.edu/education/teachers/trip-pack/activity_villa_pre_30second.html).
- Ask the students to pack lunches in small paper bags that fit into provided storage bins at the Getty Villa. For more information, see "Chaperone Guidelines" and "Picnic Guidelines", linked in the confirmation email, or find them at [www.getty.edu/education/teachers/trip-pack/villa\\_faq.html](http://www.getty.edu/education/teachers/trip-pack/villa_faq.html).

## UPON YOUR ARRIVAL AT THE GETTY VILLA

- Once you arrive at the Getty Villa, a volunteer or Education staff member will meet your group to welcome you to the Villa and to explain Museum rules and expectations for school groups. If you arrive by car, a volunteer will meet your group in the Outdoor Theater. Follow the volunteer to the picnic area, where students will store their lunches.
- The following should be left on the bus or in the car; they cannot be carried into the Museum.
  - Water bottles
  - Backpacks (Backpacks with emergency supplies are an exception),
  - Umbrellas,
  - Gum/food,
  - Pens,
  - Markers
- The Museum volunteer or staff member will lead your class to the picnic area, where you will place lunches in color-coded bins. Your assigned picnic time corresponds to your arrival time. See "Chaperone Guidelines" and "Picnic Guidelines" linked in the confirmation email for more information, or find them at [www.getty.edu/education/teachers/trip-pack/villa\\_faq.html](http://www.getty.edu/education/teachers/trip-pack/villa_faq.html).
- For non-lesson portions of guided visits, divide students in groups of 15 or fewer per chaperone. Remind chaperones to stay with the groups at all times and to tour in separate galleries than other groups from your school.
- Agree on a time and place for the groups to meet after they are done visiting the galleries and gardens. We suggest the picnic area or the Outdoor Theater. If students are found without chaperones, they will not be permitted to enter the galleries and will be escorted out of the Museum by security.
- Have a great time exploring the Getty Villa, and let our staff and volunteers know if you have any questions. We're here to help!