

Teacher Checklist for School Visits

If you have questions, please call School Group Reservations at (310) 440-7322.

BEFORE YOUR VISIT

- Recruit chaperones. A minimum of one chaperone (non-student **over** 18) for every 10-15 students is required.
- Meet with chaperones and colleagues coming on the visit and share our "Chaperone Guidelines" document. Review the agenda for the visit, their roles, responsibilities, and expectations.
- Please remind chaperones to stay with their assigned groups at all times, even if students are high-school aged. Unaccompanied students will be approached by museum staff and lack of supervision will be addressed promptly with the lead teacher.
- Student name tags are encouraged so docents can use their names during the tour.
- Inform students of the field trip agenda – length of guided tour, lunch time, exploration time, etc. Studies show students learn more on a field trip when they have basic information in advance.
- Introduce the museum to students with the following activities:
 - [Explore works of art](#)
 - [Explore current exhibitions](#)
 - [Pre-visit activities for all ages](#)
 - [Videos to share with your students](#)
- Do the "[Protecting Art for Future Generations](#)" activity to help students learn why we ask them not to touch the art on display. Ask students to help us protect the art by staying at least 12 inches away and being careful with pencils in the gallery.
- Practice close looking with students. Do the "[Thirty-Second Look](#)" activity to help them learn the benefits of slowing down and looking closely at works of art.

UPON ARRIVAL AT THE GETTY CENTER

NEW LUNCH PROCEDURE FOR 2024-25: All students will eat in the Garden Terrace. Please make sure all adults are aware of the lunchtime. Seating is limited, so please adhere to your assigned time.

- When you arrive, please exit the bus first, before chaperones, to meet with a visitor services associate.
- Items listed below are not allowed in the museum. Have students leave them in the vehicle or in our Getty coolers:
 - Water bottles
 - Backpacks (backpacks with emergency materials are an exception)
 - Umbrellas
 - Gum and food

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- Pens and markers
- **If you plan to use Getty coolers, have students bring lunch in small, disposable bags.** Large lunch bags, backpacks, and big containers will take up more space.
- **If you are bringing your own coolers,** please assign two chaperones to assist in taking the coolers to the museum onboard the tram.
- The visitor services associate will direct school groups to student bathrooms before boarding the tram and heading to the museum.
- When you exit the tram at the top of the hill, the next steps depend on your tour time.
 - **If your tour time is 10:15 or 10:45:** Students will store lunch bags and water bottles in our Getty coolers before beginning the tour. After the tour, schools will either have exploration time or be directed to the Garden Terrace Cafe for lunch. *Please review the schedules ahead of time.*
 - **If your tour time is 11:45 or 12:15:** Lunch will be **BEFORE** the tour. After you exit the tram, staff will direct you to the Garden Terrace for lunch. If needed, use our Getty coolers to store leftovers during your guided tour. *To start your tour, meet staff at the front of the museum 10 minutes prior to your scheduled tour time.*

IMPORTANT: Students will only have 30 minutes for lunch. To avoid tour delays, we suggest schools bring lunches instead of buying food at the coffee cart, cafeteria, or Garden Terrace Café. *Food and beverages are not allowed in the galleries.*

BEFORE YOU LEAVE: Remember to take leftover food and all belongings back to the bus. Items left behind will be tossed or moved to Lost & Found (310-440-6725).

- Schools will be separated into smaller groups for their tour. Adults will be informed of the exact number of groups, and students needed per group, based on the total number of students, chaperones, and docents. Your flexibility and assistance with this process will be greatly appreciated.
- Students may re-enter the galleries with chaperones and/or teachers, but please avoid interrupting tours in progress or crowded rooms.
- Make sure all accompanying adults know the place and time chosen for their school to meet after visiting the galleries.

AFTER YOUR VISIT

Use these simple [post-visit activities](#) to remind students about what they saw and reinforce what they learned during their guided visit.

STANDARDS ADDRESSED

Tours address Common Core Standards and support the Visual Arts Content Standards in the areas of Artistic Perception, Historical and Cultural Context, Aesthetic Valuing, Connections, Relationships, and Applications. They also address standards in History/Social Science and English-Language Arts.