

Group Pre-visit Checklist

- **Tell us about your group** – Please call Beth Hill at 845.257.2331 and let her know if you have been here before, the nature of your group, and specific interests you may have. With advance preparation, we will be prepared to fulfill your needs.
- **Size limit** – There is a maximum of 20 people per group tour. If there are more, we will split the group up into separate tour groups.
- **Name Tags** – If you wish to provide nametags, please do so before your group arrives.
- **Cancellation** – If there is inclement weather or you need to cancel your tour for any reason, please call Beth Hill as soon as you know so we can adjust our plans: 845.257.2331.
- **Late Arrival** – If for any reason you will be delayed in arriving on time for your scheduled tour, please call the main museum desk and let us know this as soon as possible: **(845) 257-3844**. If, when calling, you are connected to our museum answering machine, please leave us a voice message stating your group's name, telephone number, the date and time of your pre-arranged tour time, and your group's estimated time of arrival. If you have not called in advance to alert us that you will be arriving late, and you arrive 20 minutes or more after the hour of your scheduled tour, we cannot guarantee that we can provide your group with a guided tour.
- **Buses** – Please note that all buses are to drop off at the Haggerty Circle Parking Lot #16. Buses are to then travel across the street to Route 32 parking lot #28 until they are ready to pick up your group back at the circle.
- **Policies** – Please go over policies with your group prior to your visit. Keeping hands off artwork and walls, no food or drink in the galleries and walking quietly and respectfully are key points to address. Photography is not allowed.
- When your group arrives, please gather in the museum hallway outside the galleries and wait for your tour guide to meet your group there.
- **Payment** – For School and Private Group Tours: Please contact Beth Hill at (845) 257-2331. Payment by check is required, payable to: The Samuel Dorsky Museum of Art.