

Schools 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 age/grade of students, their art and museum background. With advance preparation, we will be prepared to fulfill your needs.
- **Size limit** – There should be no more than 40 students arriving at the museum at one time. Those students should be divided into 2 or 3 additional groups for better interaction and security.
- **Supervision** – Students should be under adult supervision at all times. There must be one chaperone for every 7 students. Chaperones must stay with their assigned groups at all times.
- **Name Tags** – If you wish to provide nametags, please do so before your group arrives.
- **Cancellations** - If there is inclement weather or a school closing, please call the museum as soon as you know so we can adjust our plans 845-257-3844.
- **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 students at the Haggerty Circle Parking Lot 16. Buses are to then travel across the street to Rte 32 parking lot 28 until they are ready to pick up students back at the circle.
- **Policies** – Please go over policies with your students prior to your visit. Keeping hands off artwork and walls, no food or drink 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** – Please contact Beth Hill to discuss payment. Payment by check is required, payable to: The Samuel Dorsky Museum of Art.