



## IMPORTANT INFORMATION FOR YOUR VISIT

1. For everyone's safety, please remain on the bus until you are greeted by our Tour Coordinator. You will only be allowed entrance to the Gallery **fifteen minutes prior to your visit**.
2. Before entering the Gallery, please divide your group into the number of groups specified in your confirmation letter. For school tours, at least one adult chaperone must accompany each group of students.
3. Please use the **Education Department Entrance** only. Please see reverse for a map of the Gallery and bus parking.

Please discuss the following information with your group prior to your visit.

### **Help us preserve the past for the future!**

In order to ensure the safety of all works of art at the Albright-Knox Art Gallery for future generations to enjoy, we ask you to observe the following:

### **SCHOOL TOUR GUIDELINES**

- Do not touch the artwork.
- Leave all backpacks and large purses on the bus. All items entering and leaving the Gallery are subject to inspection.
- Take pictures if you would like, but please note:
  - Use of a flash is not permitted.
  - Only works in the Gallery's Permanent Collection may be photographed.
- Use only pencils for taking notes or sketching. Pens and other types of writing implements are not permitted.

### **OTHER IMPORTANT INFORMATION**

- **Food, drink (including bottled water), and chewing gum are not permitted in the Gallery.**
- The Gallery Shop welcomes school groups of ten students at a time under the supervision of a teacher or chaperone.
- Chaperones must stay with their individual groups. Please review museum rules with your chaperones: they can enhance the success of the tour, and the amount of learning that can take place, if they show active interest in the works of art along with supervising student behavior. When students see adults modeling appropriate museum behavior, they are more likely to behave well themselves. We ask that chaperones refrain from chatting among themselves, wandering off, or using cell phones during the tour.

Enjoy your visit to the Gallery and come back often.

**Thank you!**