



## Chaperone Guidelines

The Portland Museum of Art is grateful to the teachers, parents and adults who take the time to join a museum fieldtrip as a chaperone. We value your time and believe you play a key role in making school visits more enjoyable and educational. We ask all chaperones to observe the following guidelines:

- Remain with your assigned group and keep a headcount of your students at all times
- Help manage distracting behaviors so our docents can focus on doing what they do best – facilitating conversations about art!
- Refrain from using devices on the tour, unless you are documenting the tour or have another specified task as requested by your teachers or docent.
- Help students remember and respect the museum rules.
- Resist the temptation to direct the content or pace of the tour to any great extent. Your docent will let you know if it's a time for chaperones to share too.
- Photography of artworks is allowed, except those artworks or exhibitions which include this icon A small icon of a camera with a diagonal slash through it, indicating that photography is prohibited for certain artworks or exhibitions.

### Museum Manners for School Groups

- Please use walking feet and stay with your group.
- Do not touch the artwork, labels, or walls.
- When viewing or pointing at artworks, stay at least 18" or a foot and a half away.
- No food, drink, or gum is permitted in the galleries.
- Pencil are the only writing utensil permitted in the galleries.
- Leave backpacks, jackets and other personal belongings in the provided area. Small bags must be held or on shoulder and not worn on your back. Secure lockers are available in the coatroom.

While at the PMA, you will notice Gallery Officers throughout the museum. It is their job to protect the art. They will remind you of these museum manners if you forget, and will answer any questions you may have.