TEACHER CHECKLIST

Now that you have booked your tour, use this checklist to make sure everything — from your bus to lunch and chaperones — is in order before your visit.

4 – 6 weeks before your visit
- Confirm transportation arrangements for your group
- Use your Teacher Preview Pass to visit the Museum
- Schedule an optional Crocker-to-Go presentation or Artist-to-Go workshop as a pre- or post-visit experience
- **Use our online curriculum enrichment guides** for lesson plans and images to prepare your students for their visit [http://bit.ly/1RGGVxl](http://bit.ly/1RGGVxl)
- Send permission slips home, and request chaperones. Please note that one chaperone is required for every eight children.

1 – 3 weeks before your visit
- When contacted by a Crocker docent, let him or her know of any students with special needs, and confirm the total number of students and chaperones attending, plus your tour theme and interests
- For grades 1 – 8, ONE chaperone is required for every EIGHT students. For Kindergarten and younger, ONE chaperone is required for every SIX students. Teachers are always free; chaperones and additional adults are $2 per person.
- Distribute the chaperone information sheet to chaperones (attached)
- Review the Museum Manners sheet with your students (attached)

When you arrive
- As the group leader, please arrive 10 minutes early to check the group in and process payment (cash, credit, or checks are accepted)
- Leave umbrellas, backpacks, and large jackets (if possible) on the bus
- Chaperones and group members should wait outside or on the bus and form small groups of 10 or fewer. A docent will greet you upon entry
- Check in with your docent about storing bagged lunches onsite while you are on your tour
- Have your group dispose of any gum, candy or water bottles in the trash receptacles outside the Museum
- Remind chaperones of expectations and regrouping location

During your visit, you and your chaperones should
- Encourage active participation and attentiveness
- Make sure the group stays with the docent at all times
- Support the docent’s efforts to engage students
- Enforce Museum Manners (attached)
- Refrain from answering questions posed to students
- If you plan to eat at the Museum, have a docent direct you to Crocker Park or the E. Kendall Davis Courtyard

After your visit
- Assemble your group for departure, or continue on your own after your tour
- Distribute the Free Family Passes to students
- Complete and return evaluation form
TRANSPORTATION & PARKING

The Crocker Art Museum is located at 216 O Street in Downtown Sacramento.

Directions
From I-5, take the J Street exit and turn right off the ramp onto 3rd Street. Turn right onto P Street then turn right onto 2nd Street. Turn right onto O Street. Buses should pull into the loading zone in front of the Museum to unload groups.

Parking
On-street parking meters bordering the Museum and Crocker Park accept coins, credit cards and online payment through ParkMobile. A small parking lot (Lot Y) is available on 2nd Street and costs $1.50 per hour. A larger parking lot (Lot X) is located at the corner of 2nd and N Streets and is $10 for all-day parking ($5 after 4 PM on weekdays or all day on weekends). Both parking lots are operated by the City of Sacramento and are enforced 24 hours/day, 7 days/week.

Parking for visitors with disabilities can be found in the City parking lots and at meters on 2nd Street. Disabled Person Parking Placards do not receive free parking in the City parking lots.

Additional parking is available in nearby parking garages, located a short walk from the Museum.

School Bus Parking
After dropping off students at the loading zone in front of the Museum’s O Street entrance, school buses should park in the designated areas on 3rd Street or along Front Street.

Sacramento Regional Transit
The nearest Light Rail stop is at 8th and O Streets. A basic fare is $2.50; a daily pass is $6. For more information, call (916) 321-2877 or visit sacrt.com. Regional Transit recommended bus routes are listed below.

Monday – Friday: 6, 11, 15, 30, 31, 34, 38, 51, 62, 86 & 88
Saturday: 15, 30, 34, 38, 51, 62, 86 & 88
Sunday & Holidays: 15, 30, 34, 38, 51, 86 & 88

Train
The Sacramento Valley Amtrak Station is located at 3rd and I Streets, approximately six blocks from the Museum. The Capitol Corridor route offers frequent travel from the Sacramento region to the Bay Area. The San Joaquin route connects Sacramento with the Central Valley.

For more information, email the Education and Community Associate at education@crockerartmuseum.org.
LUNCH & MUSEUM STORE

Lunch areas at the Museum
School groups are welcome to bring bagged lunches to enjoy at the Museum. Bagged lunches will be collected and stored onsite while your group is touring the Museum.

Inclement Weather
The Crocker Art Museum does not have indoor public spaces available for lunch if it is raining. Cafe seating is available only for groups purchasing food from the Crocker Cafe by Supper Club. Teachers are responsible for making alternate plans.

If bringing bagged lunches, groups can choose from two locations to enjoy their meal:

<table>
<thead>
<tr>
<th>Crocker Park</th>
<th>Outside</th>
<th>Uncovered</th>
<th>No reservation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grassy and shaded park with two picnic tables</td>
<td></td>
<td></td>
<td>We recommend you bring wet wipes for easy clean up and blankets for your group to sit on</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Kendell Davis Courtyard</th>
<th>Outside</th>
<th>Uncovered</th>
<th>No reservation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaped courtyard is comfortably shaded and includes several benches</td>
<td></td>
<td></td>
<td>Sometimes unavailable due to museum events</td>
</tr>
</tbody>
</table>

Museum Store
The Crocker Art Museum also has a Museum Store, offering a unique selection of exhibition-related gifts, Crocker merchandise, art supplies, books, and toys. School groups are permitted to visit the Museum Store after their tour, but there must be at least one chaperone per eight students in the store and no more than 16 students are allowed in the store at a time. Teachers may want to inform students and parents, in advance of their museum visit, of this opportunity to purchase a souvenir so students come prepared. If groups would prefer not to visit the store, please inform chaperones of this decision in advance.
MUSEUM MANNERS

Please review with your group prior to your visit to the Crocker Art Museum.

Works of art are meant to last generations.

To help us protect the art and ensure that each visitor has an enjoyable experience, we ask that you follow these guidelines and policies:

- **Leave potentially damaging articles behind.** We ask that you dispose of gum or candy and leave umbrellas, backpacks, food, and drinks on your bus or in the coat check while you are on your tour. Strollers and chest-carried baby packs are permitted in the galleries.

- **Explore the art with your eyes only.** The slightest touch can cause paint to crack, flake, or peel. Also, over time, the natural oils from skin will corrode the surface of the artwork.

- **Turn off or silence your cell phone.** To ensure a pleasant environment for all guests, please refrain from talking on your cell phone inside the Museum.

- **Only pencils are permitted in the galleries.** If students are completing an assignment before or after their docent guided tour, students should be provided with pencils and portable writing surfaces, such as clipboards or notebooks.

- **Please ask about our photography policy.** Much of the artwork in the Museum’s permanent collection may be photographed; however, flash, tripods, and video equipment are not permitted. Photography of special exhibitions, works on paper, or artworks on loan is not allowed. If in doubt, it is best to ask a visitor services representative at the admission desk or a security officer about which works may be photographed.

The Museum reserves the right to facilitate the departure, with no refund of admission, of any student or adult whose conduct is deemed detrimental to the productivity, well-being, and/or safety of museum visitors, art or building.
CHAPERONE INFORMATION

Please distribute to chaperones prior to your visit.

chap·er·one \shap-uh-rohn\ noun
: one delegated to ensure proper behavior

As a chaperone for your child’s school visit to the Crocker, you play an important role.

You help to:

• Encourage active participation and attentiveness
• Make sure the group stays with the docent at all times
• Support the docent’s efforts to do his/her job
• Follow and enforce museum manners (see below)
• Offer students an opportunity to answer questions by refraining to do so yourself

Museum Manners
Works of art are meant to last for generations. To help us protect the art and ensure each visitor has an enjoyable experience, we ask that you follow these guidelines and policies:

• Leave potentially damaging articles behind. We ask that you dispose of gum or candy and leave umbrellas, backpacks, food, and drinks in the coat check while you are on your tour. Strollers and chest-carried baby packs are permitted in the galleries.

• Do not touch. The slightest touch can cause paint to crack, flake or peel. Also, over time, the natural oils from skin will corrode the surface of an artwork.

• Turn off your cell phone. To ensure a pleasant environment for all guests, please refrain from using your cell phone inside the Museum.

• Use pencils instead of ink pens in the galleries. If students are completing an assignment before or after their docent guided tour, students should be provided with pencils and portable writing surfaces, such as clipboards or notebooks.

• Please ask about our photography policy. Much of the artwork in the Museum’s permanent collection may be photographed; however, flash, tripods, or video equipment are not permitted. Photography of special exhibitions, works on paper, or loaned artworks is not allowed. If in doubt, it is best to ask the visitor services representative at the admission desk or a security officer about which works can be photographed.
EXTEND YOUR ART EXPERIENCE

Crocker-to-Go
Crocker docents engage students grades 3 – 6 with an interactive PowerPoint presentation of works from the Museum’s collection and introduce students to strategies for looking at and making meaning of art.

- Crocker All Stars
- Take Art Apart
- California Canvas
- Art Today
- Art Around the World

NEW!
Themes aligned with History-Social Science Content Standards
- Native Narratives (3rd grade)
- California Narratives (4th grade)
- American Narratives (5th grade)
- Ancient Civilizations (6th grade)

Presentations last approximately one hour, and the fee is $30 per classroom. A limited number of fee waivers are available for Title I schools. Maximum group size is 35 students. Each student receives a Free Family Pass to the Crocker.

Artist-to-Go
Artist-to-Go puts an art teacher in your classroom to guide students through an interactive, hands-on art project. We bring everything, and all art supplies are included.

- Buggin’ Out
  Grades K – 2
- Creative Spirals
  Grades 3 - 4
- Shape Chandeliers
  Grades 5 - 6

$225 per class fee includes instruction and all art supplies. Discounts are available for multiple bookings. Maximum group size is 35 students. Each student receives a Free Family Pass, which enables them to return to the Crocker with friends and family.
Teachers who visit the Crocker Art Museum prior to their class trip are able to shape the most successful learning experiences for their students. To help prepare teachers and students for their excursion to the Crocker, we offer this pass good for two adult general admissions (a $20 value) to enable teachers to preview the Museum. This coupon expires the day of your scheduled program.

NAME

ADDRESS

CITY

STATE

ZIP

EMAIL (REQUIRED)

PHONE