

THE ERIC CARLE MUSEUM OF PICTURE BOOK ART

GUIDED PROGRAM CHECKLIST

BEFORE Your Visit

- Create nametags**
One for each member of your group.
- Divide into groups** (if more than 25 students)
26 to 50 students – 2 groups
More than 50 students – 3 groups
- Recruit chaperones***
1 for every 5 students in grade 1 and under
1 for every 8 students in grades 2-12
Chaperones are free and must remain with their group at all times.
One-on-one aides are free and not counted in the chaperone ratio.
- Reserve the Café**
There is a \$10 Group Rental Fee to use the Café. Weather permitting, the Courtyard is available for picnics free of charge.
- Special Needs?** Be sure to let us know.
- Complete Pre-Visit Activities**
- Bring smocks** if you are concerned about getting paint on clothing.
- Arrive 10 minutes prior to your scheduled time**
Early arrivals may be asked to wait outside. Late arrivals may require a change in the format or length of the program.
- Find directions and more information**
www.carlemuseum.org



DURING Your Visit

- Check in**
Visit the Admissions Desk before leading your group into the Museum.
Please be prepared to make a single payment for your entire group.
- Drop off at the front entrance**
Bus Parking is located along the side of the building.
- Put away belongings**
Please use the large bins at the Museum entrance.
- Return your Evaluation Form to the Admissions Desk.**

AFTER Your Visit

- Complete Post-Visit Activities**

Questions? Contact the Education Department at (413) 658-1106 or email programs@carlemuseum.org.



** To ensure the highest quality visit for your students and due to time and space constraints, we must discourage extra adults from joining your group. Should additional adults attend with your group, they will be charged the \$9 Adult Admission price and may be asked to tour the museum separate from the group.*