

PRE-VISIT CHECKLIST



Before Your Visit

- ☐ **Reserve the Bus**
Follow your school's typical procedure to book transportation. More information and a drop-off map on page 3.
- ☐ **Create Small Groups**
Please divide your class into smaller groups in advance. When you receive your visit confirmation, UMMA will let you know how many groups to form. Each group will have about 5-7 students in it. You know your students and which pairings will be most successful.
- ☐ **Make Nametags**
Provide each student with a bold nametag prior to arrival. We will have extra on hand.
- ☐ **Review "Prepare for your visit to UMMA"**
The slideshow and video help students to visualize their visit. Please share with students & chaperones and narrate as needed.
- ☐ **Assign Chaperones**
Please be prepared to provide 1 chaperone per 6 students.
- ☐ **Communicate Accommodation Requests**
Please respond to your confirmation email and let us know about allergies, hearing loss, or mobility concerns so we can discuss and support in advance.
- ☐ **Plan Lunch and Snacks**
UMMA does not have a dedicated lunch space for K-12 tours. The Michigan Union across the street offers fast food options, and many restaurants are located on South University or State Street. If the weather is nice, students could eat outside on benches on the diag near Hatcher Graduate Library.
- ☐ **Review Museum Guidelines**
Share the guidelines on the next page with your students and chaperones.

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Museum Guidelines

- Art is special. Please protect it by looking and not touching.
- No food or drink are allowed in the galleries.
- Please leave backpacks on the bus.
- Photography is allowed. No flash or video please. We encourage students to be fully engaged without phones during tour discussion.

What's Available

- Water fountains
- Wheelchair and walker
- Gender-inclusive restrooms
- Diaper changing tables
- Sensory kits
- Tour supplies (pencils, paper, and clipboards)

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Bus Information

When the date and time of your visit have been confirmed, please reserve bus transportation according to your typical procedure. Tours last one hour. If you have requested bus funds, UMMA staff will communicate the process for your school.

It is not safe to unload on State Street. Please share this drop off location map with your bus driver.



Buses may not park at this location during the tour because there is no parking lot. Please proceed south on State Street to Briarwood Mall parking lot and then return when the visit concludes to pick up at the same location on South University Street.

AATA Public Bus

To ensure accurate up-to-date maps and routes, please consult The Ride website and plan your trip.

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Day of Your Visit

- ☐ **Give Drop-off Map To Bus Driver**
Give the Map on page 3 to your bus driver. Look for an UMMA Staff member at the designated drop off location on S. University street.
- ☐ **Enter the Museum**
Enter through the accessible door next to the white head sculpture (*Behind the Walls* by Jaume Plensa). This is around the front of the building from where the bus dropped you off.
- ☐ **Check In**
Please attach name tags to children and break into groups. We will have extra nametag stickers on hand.

After Your Visit

- ☐ **Complete Tour Reflection Form**
You will be sent a brief survey asking you to reflect on your visit. Thank you for taking five minutes to complete it! What made an impact on students? What might they remember about the tour? Your feedback truly matters and shapes our future tours.
- ☐ **Complete Bus Reimbursement**
If you were notified that you qualified for bus funds, please complete the steps that were shared with you. The process will vary depending on your school district.