

# Tennessee Valley Museum of Art School Tour Request Form

Please return form to:

Email: [Stephanie.tvaa@comcast.net](mailto:Stephanie.tvaa@comcast.net)

Or

Mail: Tennessee Valley Art Association

Attention: Curator of Education

511 N. Water Street

Tuscumbia, AL 35674

Or

Fax: (256) 383-0535

Tours are designed to introduce students to the richness and diversity of the visual arts, and to stimulate creativity, critical thinking and judgment skills. Guided tours place visual arts in context with history, social studies and science. The learning process on tours is interactive and designed to provoke thoughtful reactions from your students.

School tours are available by appointment Monday through Friday from 8:30 a.m. to 4:00 p.m. Reservations are required two weeks in advance for guided tours. Requests are processed in the order they are received. All groups are welcome; however, in order to receive the discounted group rate, a minimum of 15 students is required for all group visits.

Teacher's Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to contact you by phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Class Information: \_\_\_\_\_ Number of Classes  
\_\_\_\_\_ Number of Students  
\_\_\_\_\_ Number of Adults  
\_\_\_\_\_ Grade Level

Dates & Times Requested:    \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ First Choice  
  \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ Second Choice

Will your group be eating outside in the museum's commons area? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional comments or special needs: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have questions, please phone the Curator of Education at (256) 383-0533.

## **Tennessee Valley Museum of Art School Group Information**

The Tennessee Valley Art Association offers many educational field trip opportunities. Programs are based on permanent and temporary exhibits and offer students the opportunity to enjoy a guided tour of the Museum while exploring exhibits.

Reservations are required for all group visits. Arrange field trip tours of the Museum by calling the Curator of Education, Monday-Friday at (256) 383-0533, at least two weeks in advance of the desired date. All visits are scheduled in the order they are received. Spring is the busiest time for field trips; it is recommended that teachers schedule as early as possible to ensure a desired date and time. Every effort will be made to accommodate requests.

### **Group Size and Admission Rates**

All groups are welcome; however, in order to receive the discounted group rate, a minimum of 15 students is required for all visits. The group leader is responsible for the entire amount due at the time of check-in. Payment may be made with cash, check, credit card or purchase order. Coupons cannot be used with the group rate.

The group rate for Pre-K through college is \$2 per student. One teacher receives complimentary admission with 15 or more students. Additional adults over and above this ratio will be charged \$4 per person.

### **Cancellations/No-Shows**

If you are unable to make your reservation, please contact the Curator of Education at (256) 383-0533, within 48 hours of your scheduled visit.

### **Lunch Area**

The commons area outside the west entrance is available for students bringing sack lunches. It is recommended that lunch periods be limited to 30 minutes per group. There are no vending machines; school groups must provide all food and drink. After eating, each school group is responsible for the clean up of all leftovers and trash. Food (including gum and candy) and drinks are prohibited in the galleries. In case of inclement weather, the Museum does not have an alternate inside eating area.

### **Museum Manners/Chaperone Responsibilities**

We strive to provide a valuable, educational and fun experience at the Tennessee Valley Museum of Art. In order to do so, we ask that teachers share the following rules with students and chaperones prior to their visit. Upon arrival, teachers must register their group at the West Entrance before proceeding into the galleries. A staff member or docent will greet the group and review guidelines. Teachers and chaperones in the group are responsible for following and upholding the Museum manners guidelines.

Students gain more from their visit when adequately supervised. To ensure the safety of the group, as well as other Museum visitors, we require that teachers and chaperones attend students at all times. Students left unsupervised will be brought to the west entrance and asked to wait until their adult leader returns.

Prior to your visit, please remind your students:

1. The Tennessee Valley Museum of Art is a very special place that is home to works of art and exhibitions that are unique and, in some instances, rare and priceless. In order to protect these works, we ask visitors to be extra careful.
2. All large backpacks, purses and other parcels should be left on the bus or in the Admissions area.
3. Do not touch the art or artifacts, display cases or gallery walls in the Museum. Repeated touching leaves a build-up of oil and dirt that will damage these items. Some teachers ask their students to fold their arms or put their hands behind their backs to help them remember.

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4. The Museum does not allow photography, running, eating, drinking, gum chewing, smoking or pets in the galleries.
  5. Students, teachers and chaperones must turn off or silence and refrain from using cell phones, beepers and other hand held devices during tours.

### **Drop Off and Pick Up**

Drop off for buses, vans and cars is at the South side/West entrance to the Museum on Almon Avenue. Pick-up is at the North side/West entrance of the museum on N Commons. Buses should park in the parking lot across the street from the East Entrance to the Museum on Water Street.

### **Educational Programs**

Museum educational programs are tailored to the institution's permanent and temporary exhibits and focus on a particular theme. Tours consist of approximately 40 minutes in a gallery setting with an interactive activity instructed by a Museum Docent or staff member with emphasis on a chosen theme. The Museum may have multiple groups scheduled per day; it is very important to arrive at your scheduled time. Groups that arrive late are not guaranteed a full program. Docents are not required to wait more than 20 minutes for a group.

Additional opportunities for fun and learning include our summer camps. The Museum offers a variety of week-long summer art camps, and the Ritz Theatre offers workshops that introduce young people to acting and performing.

### **Educational Outreach**

**Bring the Tennessee Valley Museum of Art into your classroom with our traveling trunks. Through a grant from the Alabama State Arts Council, the Museum created "Masters of the Past: Prehistoric Cultures of the American Southeast" traveling trunks that are brimming with historically correct reproduction artifacts, audio visual materials, resource materials, lesson plans, student activities and information designed for hands-on learning. Have fun while studying the diverse culture, art and history of the Native Americans of the Southeast.**

**Inspiration for the trunks is the prehistoric Martin Petroglyph that was removed from its Colbert County, Alabama bluff shelter in 1990 to protect it from vandalism. The prehistoric Martin Petroglyph is on permanent display at the Museum and is also pictured in some 4<sup>th</sup> grade Alabama history books. A field trip to the museum is encouraged to further enrich the study of Native American history at the elementary school level.**

### **Theatre Arts**

The historic Ritz Theater is a subsidiary of the Tennessee Valley Art Association and is utilized for plays, concerts, seminars, receptions, lectures, pageants and more. The Ritz "Time Out for Theater" performances are geared specifically for student audiences. See [www.tvaa.net](http://www.tvaa.net) for a schedule of upcoming events.

### **Curriculum Resources**

To provide teachers with the resources needed to enhance the Tennessee Valley Art Association experience, several curriculum guides are available for exhibitions, programs and theatre.



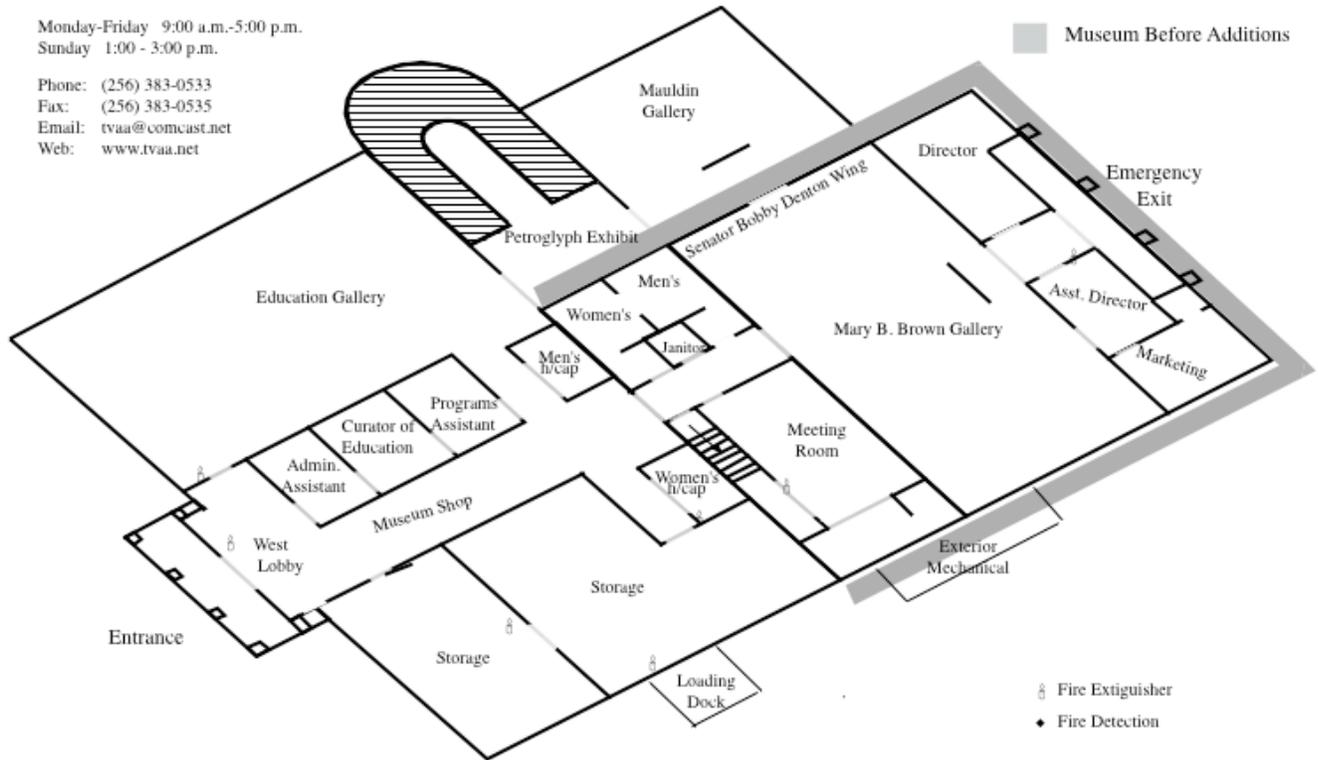
# TENNESSEE VALLEY ART CENTER

CREATE! EDUCATE! CELEBRATE!

511 North Water Street ♦ P. O. Box 474 ♦ Tusculmbia, Al 35674

Monday-Friday 9:00 a.m.-5:00 p.m.  
Sunday 1:00 - 3:00 p.m.

Phone: (256) 383-0533  
Fax: (256) 383-0535  
Email: tvaa@comcast.net  
Web: www.tvaa.net





# Tennessee Valley Museum of Art Field Trip Check List

Use this checklist to prepare for your visit.

Prior to your visit:

\_\_\_\_\_ Review Museum Manners/Chaperone Responsibilities with students and chaperones.

\_\_\_\_\_ Collect payment for everyone in your group.

When you arrive, check-in at the Admissions Desk with the following information:

\_\_\_\_\_ Total number of students

\_\_\_\_\_ Total number of adults (including teachers and chaperones)

\_\_\_\_\_ Total payment for everyone in the group

While the group leader is checking in, another teacher should:

\_\_\_\_\_ Unload students at the South side/West entrance of the Museum by class/group. Each class should form a single file line facing the doors.

When students are quiet they will be instructed to enter the building by Museum staff or docent. Students will meet their tour guide and review the Museum Manners/Chaperone Responsibilities then begin the tour.

After the educational program:

\_\_\_\_\_ Tour the galleries on your own. All students are required to be with a chaperone.

\_\_\_\_\_ Load students on the bus.

\_\_\_\_\_ Provide feedback about your experience by completing and returning the Educational School Group Evaluation form.

# Tennessee Valley Museum of Art Educational School Group Evaluation

Thank you for choosing to visit the Tennessee Valley Museum of Art. The Education Department is eager to provide teachers and students with quality museum experiences. Please complete and submit this evaluation form to the Curator of Education. We encourage you to fill out the form with your students. Your answers will be kept confidential and will be used with those of other teachers to maintain, enhance and expand our school programs.

Teacher(s): \_\_\_\_\_ School: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Grade Level \_\_\_\_\_ Date of Visit: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Educational Program or Tour Subject: \_\_\_\_\_

Name of Docent who led tour: \_\_\_\_\_

Was this the first time you brought a class to the Museum?  Yes  No

Tour:

Was the length and content of the tour age appropriate?  Yes  No

Did you (and your students) find the tour to be educational?  Yes  No

Did you (and your students) find the tour to be enjoyable?  Yes  No

Activity:

Was the activity introduced in a clear way?  Yes  No

Was the activity educational?  Yes  No

Was the activity enjoyable?  Yes  No

Did the activity enhance/complement your current lesson plans?  Yes  No

Which core competency did the program most closely correlate with?

Art  Social Studies  History  Science \_\_\_\_\_ Other

Do you feel the students gained beneficial knowledge?  Yes  No

Comments: \_\_\_\_\_

Do you feel that through the activity provided, the students gained a sense of the exhibit?  Yes  No

Comments: \_\_\_\_\_

What did you like most about the program? \_\_\_\_\_

\_\_\_\_\_

What did you like least about the program?

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How likely are you to visit the Tennessee Valley Museum of Art again?

Very Likely  Somewhat likely  Neutral  Somewhat unlikely  
 Not likely

Did you utilize special funding to assist with transportation costs?  Yes  No

Was your school field trip contingent upon receiving these funds?  Yes  No

How would you improve the experience?

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Additional comments/suggestions?

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Thank you for taking the time to fill out this School Group Education Evaluation.  
We value your answers and honest opinions.

Please return form to:  
Curator of Education  
511 North Water Street  
Tuscumbia, Alabama 35674  
FAX (256) 383-0535  
stephanie.tvaa@comcast.net

If you would like to schedule additional tours, contact:  
Stephanie Qualls, Curator of Education  
(256) 383-0533  
stephanie.tvaa@comcast.net

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