

Planning your Group Visit to the Des Moines Art Center & Pappajohn Sculpture Park

Dear Tour Coordinator

Welcome! In this document you will find logistical information for your visit to the Des Moines Art Center and Pappajohn Sculpture Park. If you still have questions after reading it, please e-mail jcooley@desmoinesartcenter.org. We hope you have a pleasant visit.

Scheduling a guided tour

- Tour reservations need to be made three or more weeks in advance.
- Guided tours last one-hour and are offered to groups of two to 90 people, Tuesday, Wednesday, Friday 10 am-2:30 pm, Thursday 10 am-7:30 pm, Saturday 10:15 am-2:30 pm, and Sunday 12:15-2:30 pm. Pappajohn Sculpture Park tours are offered during the same times between April 1 and October 31 every year.
- Tours for students (preschool through college) are free; tours for adults are \$2 per person or a minimum fee of \$20. Groups touring the Des Moines Art Center and the Pappajohn Sculpture Park on the same day are \$3 per person or a minimum fee of \$30.
- Please submit the tour request form at www.desmoinesartcenter.org/asp/tour-scheduling.aspx

Scheduling a self-guided tour

- If you schedule a self-guided tour, you will lead your students through the museum on your own during public hours, Tuesday, Wednesday and Friday from 11 am-4 pm, Thursday from 11 am-9 pm, Saturday from 10 am-4 pm, and Sunday from Noon-4 pm.
- Please submit the tour request form at www.desmoinesartcenter.org/asp/tour-scheduling.aspx
- You may plan your trip in advance by visiting the museum or sculpture park prior to your group visit or accessing exhibition information at www.desmoinesartcenter.org/exhibitions/current.aspx or Educator Guides at www.desmoinesartcenter.org/education/educator-resources.aspx.
- Before arriving with a student group, divide your students into small, chaperone-accompanied groups. Chaperones must remain with their groups at all times and are responsible for students' behavior

Before your visit

- To prepare for your visit, view the Educator Guides with your students at www.desmoinesartcenter.org/education/educator-resources.aspx. These guides introduce you to the Art Center and Pappajohn Sculpture Park and provide information, pose questions, and describe art projects.
- Please be aware that restroom time is not allotted into the tour time. A limited amount of restrooms are available at the Art Center but there are *no public restrooms* at the Pappajohn Sculpture Park.
- Ensure that chaperones are aware of their responsibilities and your field trip goals. Discuss museum expectations (in this document) in advance with both students and chaperones. Chaperones are responsible for student behavior.

Guided tours

- If you are scheduled for a guided tour, please read the entire confirmation form that you will receive by e-mail two weeks before your tour. Verify that you are scheduled for the correct date, time, and location. If you note any problems with your reservation, please immediately send an e-mail to jcooley@desmoinesartcenter.org.
- Your group will be led by highly trained tour guides called a docents. Docents are prepared to work interactively with groups using the permanent collections and special exhibitions.
- A docent will e-mail you before your tour to find out more about the students, the classroom curriculum you'd like the tour to support, and the ways you have prepared students for their visit.
- To help the docents engage the student and for group division, please have your students wear color coded name tags with the first name printed in large letters (avoid using the color yellow).
- Distribute any worksheets or assignments *after* your guided tour has ended.
- If a chaperone, please do not bring infants and toddlers on guided tours.

Lunch

- While there are no group lunch facilities, you are welcome to eat lunch in Greenwood Park, surrounding the Art Center, or at the Pappajohn Sculpture Park. Please remember to dispose of or remove all lunch items.

Student and chaperone expectations

Art Center

- Do not touch the art, pedestals, or walls.
- Stay on the grey carpet in the galleries.
- Stay with your group and use low voices.
- Use only graphite pencils, no pens.
- No gum, food, or drinks.
- No photography of any kind.
- Guards, dressed in black shirts and khaki pants, are posted in every gallery.

Pappajohn Sculpture Park

- Do not touch or climb on the sculptures, with the exception of Scott Burton's *Seating for Eight*.
- Some sculptures have alarms that will activate if a person gets too close.
- Stay with your group.
- Food and drink can be consumed in the park, but please keep this material away from the sculpture. Please dispose of all garbage in the receptacles.
- Personal photography is allowed.

Chaperone specific

- You are the adult representative for the group; therefore, you are responsible for the group, which includes administering any necessary discipline, keeping the group together, and making sure your group is observing the expectations.
- Additionally, you are here to help facilitate the students' experience. Please restrict personal or side conversations with your docent or another chaperone until the tour is finished. However, asking questions you feel will benefit the entire group are encouraged.
- Please turn off cell phones for the duration of the tour.

When you arrive

Art Center

- Buses should drop groups off at the museum entrance and then park on the lowest two levels of the parking lot.
- Leave coats and backpacks on the bus if possible.

Pappajohn Sculpture Park

- Buses should drop groups off at the corner of 15th and Locust Streets, near the red Mark di Suvero *T8* sculpture. Buses may park at any of the meters without paying as long as the bus driver stays on the bus.
- Leave coats and backpacks on the bus if possible.