



FIELD TRIP GUIDE

AT THE CARTER



AMON
CARTER
MUSEUM OF
AMERICAN
ART



FIELD TRIP CHECKLIST

Thank you for scheduling a visit to the Carter! Please be sure to review the following checklist. You will also find a Field Trip Guide that can be shared with all chaperones.

2-4 WEEKS PRIOR TO YOUR FIELD TRIP:

- ☐ Complete required school documentation (field trip permission forms, etc.).
- ☐ Secure chaperones for visit; chaperones must be 18 years or older.
 - 1 chaperone is required for every 15 students.
- ☐ Schedule bus transportation with your district.
- ☐ Contact the Museum with any accessibility requests.
 - ☐ Languages other than English
 - ☐ American Sign Language
 - ☐ Assistive Listening Devices
 - ☐ Other needs

WEEK OF YOUR FIELD TRIP:

- ☐ Contact the Museum with any changes to the number of students attending.
- ☐ Prepare name tags for students (first name only in large font).
- ☐ Review Museum Manners with your students (see Things to Know section below).
- ☐ Ensure chaperones have received and reviewed the Field Trip Guide.

DAY OF YOUR FIELD TRIP:

- ☐ Buses should drop off students at the Museum's Lancaster Avenue entrance.
- ☐ Please leave lunches and coolers on the bus during your tour.
- ☐ Please send a chaperone into the Museum to check in your group before unloading.
- ☐ A gallery teacher will greet your group and provide further instructions for unloading and guide students into the Museum.
- ☐ Please remind chaperones that they are to remain with their groups at all times during the visit.

DELAYED ARRIVAL:

If your group is delayed, please contact the Museum's gallery teaching team at **817.989.5018** to let us know your expected arrival time.

FIELD TRIP GUIDE

ACCESSIBILITY

Before your tour, please let us know if your student group has specific needs we can support.

- Bilingual (Spanish / English) gallery teachers are available upon request.
- Translation for other languages may be available on request with at least 2 weeks advance notice.
- Assistive Listening Devices are available upon request.
- American Sign Language (ASL) interpretation is available on request with at least 2 weeks advance notice.

Quiet spaces are available during your visit; please see a Museum staff member if you need assistance.

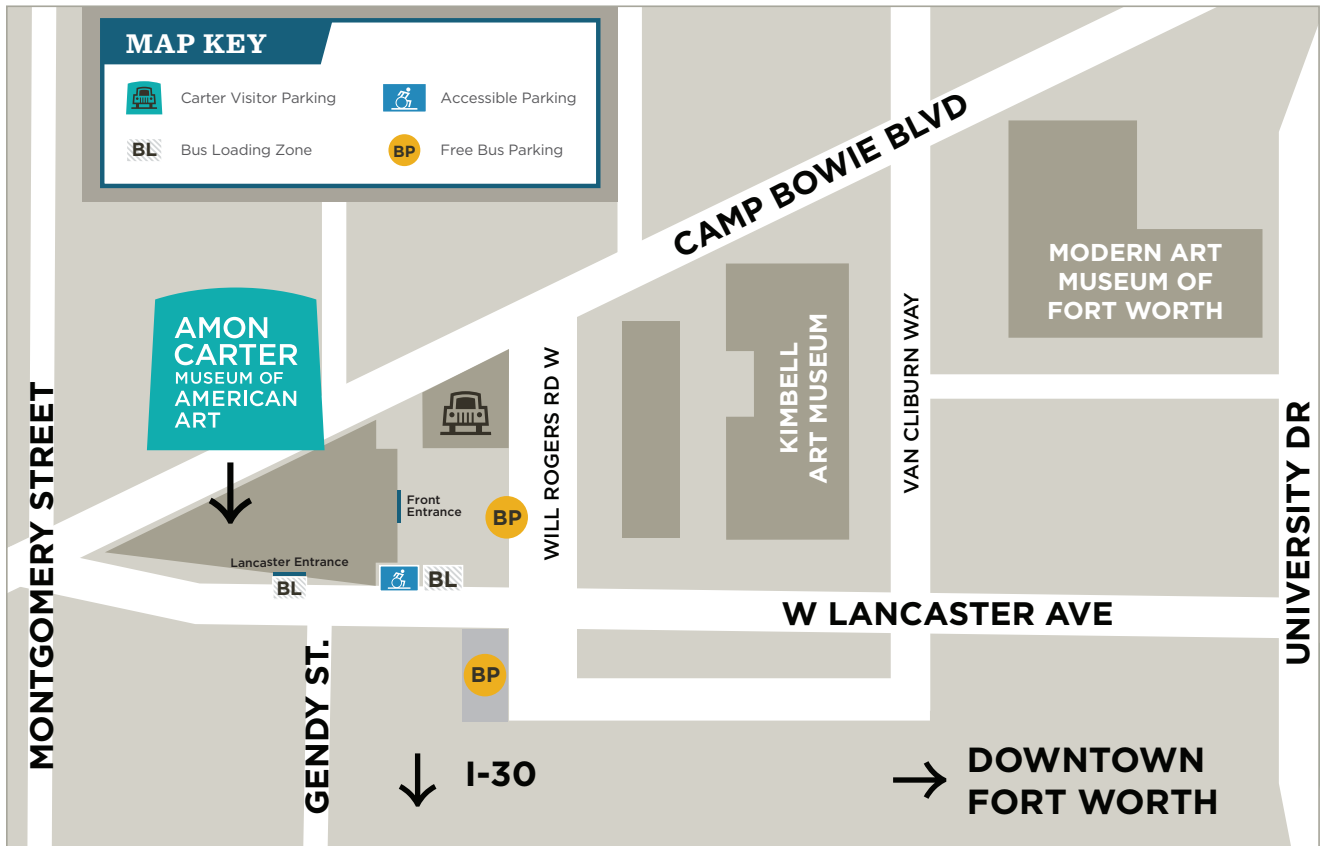


PARKING

BUS PARKING

Buses should drop off and pick up students at the Lancaster Avenue entrance to the Museum (**3500 W. Lancaster Avenue, Fort Worth, Texas 76107**).

Buses are not permitted to access the Museum parking lot.



CHAPERONE PARKING

Smaller vehicles (cars or vans) may park in the Carter's free parking lot, located on Camp Bowie Boulevard. Accessible parking is available on Lancaster Avenue and in the Museum's parking lot.

FIELD TRIP GUIDE

STUDENT ARRIVAL

Upon arrival, please send a chaperone into the Museum to check in your group.

The Museum opens at 10 a.m. To ensure the safety of students, we ask that you remain on buses until Museum doors open and a gallery teacher comes to greet your group.

If your group is delayed, please contact the Museum's gallery teaching team at 817.989.5018 to let us know your expected arrival time.

CHAPERONE INFORMATION

One adult chaperone is required for every 15 students. Chaperones must stay with their groups at all times during the visit.

Please ensure a school staff member has student medical forms and all necessary medications and medical devices to ensure a safe visit.

Gallery teachers welcome chaperone support with group management. Please feel free to ask how you can assist.

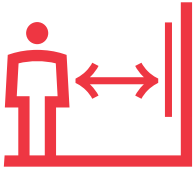
LUNCHES

You are welcome to eat lunch on the outdoor plaza in front of the Carter before or after your tour. Please note there is no indoor dining available at the Museum. We encourage you to plan ahead for an alternate lunch location in case of inclement weather.

Food and drinks, including lunch boxes, are not permitted in the galleries. Please plan to store lunches and coolers in buses or vehicles, before and after lunch.



THINGS TO KNOW



KEEP YOUR DISTANCE

Please keep a safe distance (2 ft.) between you and the works of art. Even clean hands can harm an artwork's surface.



DON'T FEED THE ART

Food and drinks are not allowed in the galleries. But you are welcome to enjoy food and refreshments on the Plaza in front of the Carter or at the tables in front of the Museum Shop.



LIGHTEN YOUR LOAD

Large bags, lunch boxes, umbrellas, and selfie sticks are not permitted in the galleries and will be stored upon arrival. All bags and purses brought into the Museum are subject to inspection.



STICK TOGETHER

Chaperones must stay with their groups at all times during the visit.



SNAP AND SHARE

You're invited to take flash-free pictures of the Museum and most of the artworks. Please check for the no photography symbol at gallery entrances or on artwork labels. Don't forget to use the hashtag #CarterArt!



BE INSPIRED

You can create art at the Carter, too! Sketchpads (14 x 17 in. or smaller), graphite, and colored pencils are welcome in the galleries. Easels, pens, and other art supplies are not allowed.



FREQUENTLY ASKED QUESTIONS

Is there a fee for tours?

No. Admission and tours are free at the Carter.

Is there a fee for chaperones?

No. Admission to the Carter is free.

Can students visit the Museum Shop?

Yes, students may visit the Museum Shop following their tour. Students must be accompanied by an adult chaperone. Due to limited space, we also ask that no more than 10 students enter the Museum Shop at a time.

Can we buy lunch at the Museum?

The Museum Shop has a limited selection of food and drink options. We encourage groups to bring sack lunches if eating on the outdoor plaza.

Other questions? Contact us

Please contact the gallery teaching team with any questions. We can be reached by phone at **817.989.5036** or email at **schooltours@cartermuseum.org**.

