Hirshhorn Museum School Tour Guidelines

Request a tour led by one of the Hirshhorn’s volunteer educators. Please read the information below about scheduling, themes, and what you can expect from a guided visit to the Smithsonian’s Hirshhorn Museum and Sculpture Garden.

**SCHEDULING YOUR VISIT**

Guided Visits of the Hirshhorn are available through June 30, 2012.

School Visits are FREE and will be booked on a first-come, first-served basis.

Guided Visits are available for up to 40 students in grades K–12. Submit your request online, or call (202) 633-2796 to schedule your tour.

Q: What if I want to bring a group that is larger than 40 students?
You should submit two requests for two groups. The groups will be scheduled at different times. We suggest combining your visit to the Hirshhorn with one of the many museums on the National Mall within walking distance.

Q: I am bringing more/fewer students than I indicated on my request form. How do I make a change?
To modify attendance on an existing reservation, please call (202) 633-2796.

Q: How long will my entire visit last?
Tours are for approximately 45 minutes to 1 hour. Please arrive at least 15 minutes before your scheduled tour. Arriving late will necessitate a shortened tour. For planning purposes, estimate that your entire visit will last at least one hour. However, following the official tour, students may continue to explore the galleries in small groups with chaperones as long as your schedule permits.

**CONFIRMATION**

Within 1 week of submitting your request, you will receive a confirmation email indicating if and how your group can be accommodated. If you have any questions or have not received a confirmation letter after 1 week, please call (202) 633-2796 to speak with our School and Teacher Programs Department.

Q: Why wasn’t my visit booked for the date/time/lesson format I indicated as my first choice?
All applications are booked on a first-come, first-served basis. If you select more than one option on your request form, it is possible that you will be assigned to any one of those options.

**CHAPERONE REQUIREMENTS**

We require 1 teacher or adult chaperone for every 10 students.

Chaperones must divide students into small groups of 10 or fewer and are responsible for monitoring and accompanying students at all times during their visit.
Q: What responsibilities do chaperones have?
All chaperones are responsible for monitoring student behavior and making sure the group stays together. During the tour, each chaperone must stay with the tour and be quietly engaged for the full duration.

Q: Is there a maximum number for chaperones?
No. However, keep in mind that the tour will be larger the more chaperones you bring, since we schedule museum educators according to the number of students, not total attendance. Extra chaperones also have the option of touring on their own and meeting up with the student group after the Guided Tour is over.

Q: Do I really need chaperones for my high school students? They are practically adults.
All school groups in grades K–12 must be accompanied by a non-student adult, age 18 or older, for safety and security purposes.

BEFORE YOUR VISIT
A week or two before your visit, a museum educator will contact you to learn about the goals of your visit and to incorporate specific connections to your classroom curriculum. Please make every attempt to be in touch with this educator in order to communicate any special interests that your group may have.

OTHER FREQUENTLY ASKED QUESTIONS
Q: I don’t want a tour. Do I have to make a reservation, or can I just show up?
Reservations are required for all school groups. We have a maximum capacity for school groups in the galleries. If you will guide your students yourself, please sign up for a Self-Guided Visit.

Q: Do you have programs for homeschool groups?
Homeschool groups of 10 students or more are welcome to request a Guided Tour or Self-Guided Visit. Homeschool groups must follow the same procedures and guidelines as all other school groups.

Q: What happens if we arrive late?
Arriving late will impact your visit since museum educators are scheduled at appointed times. Arriving late will necessitate a shortened tour.

Q: Where should the bus drop off students and park?
The Smithsonian Institution does not operate any commercial parking facilities; however, there are numerous commercial parking lots and garages located within several blocks of the museums on the National Mall. For maps and further information, please click on the link below:
http://www.si.edu/Content/Pdf/Visit/ParkingMap.pdf