



Capitol Visit Checklist

- Have you notified the Museum of any changes since you scheduled your tour?
- Have you informed the Museum of any special needs in your class?
- Have you provided a copy of *The Role of the Adult Supervisor* to the adults you have asked to accompany your class?
- Do you have one adult supervisor for every ten students?
- Have you informed students about proper museum manners?
 - No food, gum or drinks are permitted in the building.
 - Students must be prepared to walk quietly in a single file line while inside the building.
 - Students will be invited by the tour guide/interpreter to touch those items in the museum that are touchable.
 - Storage area for lunches is provided upon request.
- Assemble students at the flagpole on the 17th Avenue side of the Capitol.
- Have you reviewed the previsit information with your students?
- Please use the Capitol nametags provided in your packet.
- Plan to use the restroom facilities **after** the tour.
- Thank you for filling out the tour evaluation sheet.

**Thank you for your preparation for this tour
and we look forward to your visit.**