

# CAIRNS REGIONAL GALLERY

## TOUR GROUP INFORMATION GUIDE



We hope you enjoy your visit to Cairns Regional Gallery. Please consider the following points when planning your visit.

### What do you want from your visit?

- Consider how much time you have to spend at the Gallery. If you have a longer period consider booking an activity or workshop in addition to a tour. (Gallery run workshops are only available to early childhood and primary students)
- Are there particular topics you would like covered by your Tour Guide
- Is an assignment associated with this excursion? If so it may be worth forwarding a copy to the Public Programs Manager prior to your tour.
- The more we know about your visit the more we can help plan an interesting and enjoyable experience for your students.

### Making your booking:

- Have a few options for dates and times in mind for your visit, as first preferences are not always available
- How many students will be participating in the excursion. Up to 20 students can be catered for in guided tours, larger groups will need to be split into smaller numbers accordingly
- Do you have enough supervising adults attending the excursion.

Preschool and prep	1:5
Years 1-7	1:10
Years 8-12	1:15

### Arriving at the Gallery:

- Check in at the Information Desk
- Please advise staff of payment details and student/teacher numbers
- Check in bags etc. Storage space at the Gallery is limited, it is preferable that school bags are left at school or on the bus where possible.
- Drinks and food are not permitted in the Gallery. Please store these at the Gallery Information Desk or finish open items before entering the Gallery.
- If students will be taking notes during their visit, the use of pencils rather than pens is requested.

### During your visit:

- Students must be supervised at all times. As the Gallery is situated over three levels, an adult must be present with students in all areas.
- Please do not touch any artworks unless signs say otherwise.
- Mobile phones and cameras are not permitted in the exhibition spaces. If teachers would like to take photos of students inside the Gallery please speak to Gallery staff first.
- Lifts are for the use of the elderly and people with disabilities
- Walk through the gallery, please don't run to ensure the safety of both students and other patrons