

Hi Jessica,

My name is \_\_\_\_\_, the lead guide for your visit to the Jordan Schnitzer Museum of art. I want to confirm the details for your visit to the museum on **Wednesday February 24, 2016 from 9:15-11:15 a.m.**

I understand that you will be bringing 55 1st through 3rd graders from Lundy Elementary.

There will be 5 tour guides assigned for your tour of the museum, focusing on Learning to Look.

Half the group will tour the galleries, the other half will start with the art activity, they will switch half way through your visit.

Please pre-assign the students to **10 chaperoned groups, with 5-6 students per group**. It is also helpful if the students wear **name-tags** that are easy for the guides to see. Let us know if there are any special needs we need to address.

Would you like to schedule a Pre-tour visit for the week before your tour? If so I could come to your classes to talk about and build interest for their upcoming tour.

I'm available on Thursday and Friday February 18th, and 19th, also Monday February 22. Please let me know which date and time work for you. My presentation is under 20 minutes.

Have you received the confirmation packet from the museum staff? If not, please contact <[jsmatour@uoregon.edu](mailto:jsmatour@uoregon.edu)>. There is a school tour- planning guide in the packet that you will find helpful. I have listed the museum rules below for you to review with your students.

I look forward to meeting you and your students. Please call my cell phone (541)-000-000 if you want to discuss anything.

Please REPLY to this email to assure me that it was received. Thank you.

Sincerely,

Hello Joseph,

I am Jan Wagner, the lead docent for your upcoming visit to the Jordan Schnitzer Museum of Art. We are expecting you and your **57 4th and 5th grade students (and 6 chaperones)** at **10:15 on Thursday, June 9**. We have you scheduled for a "People and Places in Art" themed tour with a studio art activity of the Chinese Insignia Badges.

You should have received a packet from the Museum with details and expectations regarding your visit. There is a tour pre-planning guide to assist your preparations. If you have not received this packet, just let me know and I'll be sure you get one.

We will have 6 guides to tour your students. Before you arrive, please do the following:

- **Divide your students into two large groups**, one of which will tour the galleries while the other makes art in the studio. Then they will flip-flop.
- **Divide each large group into 6 small groups (5 per group approximately)**
- **Bring a chaperone for each small group.**
- Have your students wear **name tags**.
- Send me your **cell phone number** and call if you will be more than 10 or 15 minutes late arriving. My cell number is **541-554-1143**.

Please review the museum rules for viewing art with your students before you come. We will go over them again when you arrive.

Rules:

1. Look and enjoy the art with your eyes only.
2. Always calmly walk in the galleries.
3. Stay with your group and take turns talking.
4. Leave backpacks and coats in the meeting room.
5. Bring no food or drink into the galleries.
6. Have fun!!

Please let me know if there are students with special needs so we can make accommodations.

If you have any questions or concerns, please email me. And, also, **please reply to this email so that I know you've received it.**

Thanks so much and I hope you enjoy these last weeks of the school year. They're usually very busy!

Sincerely,  
Jan

**Jan Wagner**  
**JSMA Exhibition Interpreter**  
**Eugene OR**  
**541-554-1143**

Dear Erin,

I am delighted to be the lead E.I. (Exhibition Interpreter) for your visit on Wednesday November 4 from 11: 15 to 1:15. I was an exhibition interpreter last year for the activities centered around the Day of the Dead for the first time and I loved it. In regards to that we have some really exciting exhibits this year that impress me because they are so geared to learning about Pre-columbian art. In particular, the Catalina Delgado Trunk Papel Picado(paper cuts). Together with Enrique Chagoya's humorous "adventures of Modernist Cannibals, the exhibits "honor the important contributions of the indigenous peoples of the Americas. We also have a few more prints from Rick Bartow's teaching at the University that were not on view last year. As the school is from Newport, like Rick, this is even more exciting..

In addition, we have a cutting-edge exhibit of Japanese postwar prints exhibit which shows very clearly how a variety of prints are made. Finally, in my mind, Olga Volchkova, an iconographer from Eugene blends her knowledge of icons and" her love of botany to create provocative painting that explore traditional icon writing and the history of flora" in an amusing but sweet way. Every one I've shown this exhibit to, especially youth, have loved it.

May I ask what made you choose the Learning to Look tour? Is there something special you would like your students to see? Something special you have or will be studying? What do you hope the class will get from visiting the museum?

Please, would it be possible that all of your students wear **name badges** on the day of the visit to the museum and please separate the students into groups of 6 students before-hand? Also, please cover with them before the visit, our museum rules, such as no touching the art, no leaning on the walls, no photography and food or gum in the galleries. We hope each of the student groups will have chaperones.

I will cover that as well, before the tour.

I would be very happy to provide you with any more information I can regarding these and our other exhibits and to answer any questions you may have.

I very much look forward to meeting you and your students

Elaine De Martin-Webster: [edemartin@aol.com](mailto:edemartin@aol.com)