
CANTOR ARTS CENTER

STANFORD UNIVERSITY

CHAPERONE GUIDELINES

Please distribute this sheet to all adults who will be accompanying your group on their tour in advance of your visit to the center.

The following are guidelines and policies for school group teachers and chaperones for both docent-led and self-guided visits.

- 1. Student groups must be accompanied by at least one adult chaperone per 10 students.**
 - Students should be separated into groups of 10 before arriving at the Center.
 - Students and chaperones must wear large print nametags. We strongly recommend that these be provided before arriving at the Center.
- 2. Chaperones must remain with their groups at all times and should take an active role in helping students observe the following behavioral guidelines:**
 - Remain approximately 18 inches away from objects and do not touch the art.
 - Do not run in the galleries.
 - Speak in a normal, conversational tone.
 - Do not lean on walls, pedestals, or display cases.
 - Stay with the group.
- 3. During docent-led tours, we welcome constructive inquiries and comments from adults, but we request that teachers and chaperones refrain from attempting to redirect the pace or content of the tour to any great extent.**
 - Requests for coverage of specific information may be arranged in advance of the tour in conversations between coordinating teacher and coordinating docent.
 - Groups wishing to view objects, exhibitions, or galleries in addition to those covered on their tour may arrange to self-guide either before or after their docent-led tour.
- 4. All backpacks, large purses or bags, packages, lunches, rain gear, and other large or unwieldy items must be left on the bus or in cars or checked at the entrance to the center. Essential medical supplies should be placed in a bag smaller than 12"x12".**
- 5. No pens are allowed in the galleries. All writing and drawing must be done in pencil only. In addition, we do not allow wet media (such as watercolor) or powdery media (such as pastels or charcoal) in the galleries.**
- 6. Our photography policy includes:**
 - Photography (including flash and video) is allowed for personal, non-commercial use only.
 - Photography is not permitted in galleries containing special exhibitions.
 - No tripods are permitted in the galleries.