

# Group Guidelines

These guidelines are intended to help your group prepare for your visit to the SAGE Center. Please make sure all chaperones and students are aware of our “museum manners” prior to arrival.

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## Before Your Visit

**Changes or Cancellations:** If your group has problems getting to the SAGE Center, cannot arrive on time, or must change the date of your visit, we ask that you contact the SAGE Center as soon as possible at (541) 481-7243.

**Nametags:** Nametags are recommended for all students and chaperones.

**Chaperones:** Please assign a specific group of students to each chaperone or staff member. Chaperones should accompany students at all times and help students follow Museum Manners by setting a good example for students to follow.

*The suggested chaperone-student ratio is: 1:5 for grades K-6, and 1:10 for grades 7-12.*

## Upon Arrival

**Check-in:** Plan to arrive 15 minutes before your scheduled visit. Please assemble your group outside the SAGE Center’s front doors (under the red-roof main entrance) while the group leader notifies the front desk of your arrival. Be prepared to confirm the number of students, chaperones, and staff in attendance.

**Arrival & Departure:** You may unload and load in the area in front of the main entrance. If possible, leave coats, backpacks, and large bags at school or on the bus.

**Lunches:** Groups are responsible for unloading and bringing their own lunches from the bus. You may leave lunches on the bus or we can store them inside the SAGE Center. If storing inside, all sack lunches must be packed together in boxes or coolers.

**Bus Parking:** After unloading, please proceed to park in the designated bus parking area.

## The Store at SAGE Center

**The Store at SAGE Center:** Visits to the store are at the teacher’s discretion. If you wish to visit the store, please allow adequate time after your tour. Please limit the store visit to five students at one time, accompanied by a chaperone.

## Museum Manners

**Stay with your group at all times:** Students must stay with their chaperoned group before, during, and after the tour. Never walk away with strangers.

**Be respectful:** Other guests may be visiting the SAGE Center, be courteous and use a quiet inside voice. Please silence all electronic devices during your tour.

**Be responsible:** For your safety and the safety of others please walk, don’t run. Horseplay, eating, drinking, chewing gum, and climbing on exhibits, are prohibited.

*Thank you. We look forward to your visit at the SAGE Center.*