

## Guidelines for Elementary School Group Tours

We ask that you provide **one adult chaperone for every five students (the classroom teacher counts as one chaperone)** to participate during the tour. Any additional adults over the chaperone/student ratio will be required to pay the adult ticket price of \$12.00 at the Home and Studio and \$5.00 at the Dow Museum.

Students can be dropped off at the Studio front door (315 Post Street). All vehicles (buses and cars) then need to proceed to the parking lot, located behind the old Post Street school house. Drop off for the Herbert Dow Museum is in the roundabout next to the Bradley Home (3200 Cook Road).

### For Teachers:

Please go over these simple guidelines with your students before your visit to the Home and Studio and Herbert Dow Museum.

Guidelines for both the Herbert Dow Museum and the Alden B. Dow Home and Studio:

- Please **do not** eat, drink or chew gum while touring. You will have a chance to eat during your lunch break.
- Cameras and photos are not permitted.
- Please wear nametags, as we prefer to call the students by name.
- While the Herbert Dow Museum is handicap accessible, the Alden B. Dow Home and Studio is not. We do however accommodate special needs. Please call ahead to discuss any special requests.
- Please turn all cell phones off or to manner mode during the tour.

Additional guidelines specific to the Alden B. Dow Home and Studio:

- You will be visiting a historic home. While much of the furniture looks modern, it is really quite fragile and should be treated with respect. Please wait to be invited before sitting on chairs and sofas, and then do so with care. Please do not sit on the beds.
- Please be aware that the Alden B. Dow Home and Studio is also an office, therefore, keeping voices low is appreciated so business can be conducted.
- The many beautiful decorative objects throughout the house are fragile and should not be touched.
- Please do not open drawers, cupboards, or closets.
- You should be aware that the building has many level changes. Please watch your step when going up and down stairs.

Please email Beth Todd at [todd@abdow.org](mailto:todd@abdow.org) to confirm your tour. She will need the name of your school and teacher, the number of students and chaperones, and the date of your tour. Feel free to keep the guidelines to review, if necessary, with students on the bus.

If you have any questions or anticipate any delays, please call our office at 989.839.2744. Visit our websites [www.abdow.org](http://www.abdow.org) and [www.mcfta.org](http://www.mcfta.org) for more information.

We look forward to sharing a National Historic Landmark and American Historical Chemical Landmark with you!