



What should you know about scheduling a tour or program?

1. The minimum number in a group is (10) students and the maximum number in a group is (40) students per school per day.
2. Groups of more than 40 students will be divided into smaller groups.
3. We request that one adult per every ten children accompany the group.
4. Tours and programs begin on the hour beginning at 10 a.m. Tuesday – Friday. The last scheduled tour/program is at 3 p.m.
5. Please plan your visit three – four weeks in advance! During busy times, our calendar fills up quickly.

How to schedule a tour or program?

1. All group visits (grades K-12) must be scheduled in advance by calling the MTCC Education Department. This will insure that your students receive the best possible tour or program.
2. Teachers or organizers should call at least three - four weeks in advance of their desired visit date. Slots fill up on a first come, first served basis.
3. Review the tours and programs offered at the Cultural Center before calling. Have a first- and second-choice date and program just in case.
4. Once you have spoken with a member of the Education Department staff and selected a date, time, and tour/program, you will receive a Confirmation Sheet via email or postal mail.
5. Arrange to have (1) adult chaperone per (10) students (grades 4-12) or (1) adult chaperone per (8) students (grades K-3).
6. Please let Education Staff know at least (1) week in advance if you need to cancel your program or tour. In case of emergency, please notify the MTCC staff as soon as possible.

What should you do the day of the tour?

1. Groups should arrive approximately 15 minutes before the assigned tour time.
2. Call the Cultural Center at 501.683.3593 if you know you are going to be late.
3. Groups arriving more than 15 minutes late may not be guaranteed their tour and/or program.

4. The Mosaic Templars Cultural Center is located at the corner of West Ninth and Broadway Streets. Buses may pull up next to the MTCC building on the Broadway Street side.
5. Large items such as backpacks, briefcases, long umbrellas, wet umbrellas, tote bags, and purses larger than 13" x 17" are not allowed in the exhibit area. Large items must be left in the MTCC classroom or on the school bus.

What should you do once you arrive at the Cultural Center?

1. Before you allow your students to disembark the bus, please come inside the museum alone to let the staff know you have arrived.
2. Come to the main entrance on West Ninth Street - in the middle of the block.
3. Once you receive direction from the MTCC Education staff member, and your students have unloaded, please direct the bus driver to park on Arch Street (one block west of Broadway).