

# Planning Your Visit



12 Macquarie Street Taree NSW 2430  
02 6592 5455  
gallery@gtcc.com.au  
www.mrag.gtcc.nsw.gov.au

## Step 1. Book

Book your tour by sending in the booking form. Please provide as close to actual numbers as possible. Once your booking form is received, an email confirmation will be sent within seven days, confirming your booking. Please do not send permission notes until booking is confirmed.

## Step 2. Payment

14 days prior to the show an invoice will be issued to the school based on your booking numbers.

## Step 3. On the day

**Arrival:** Please arrive at least 10 minutes prior to the start time of the tour

**Bus drop off point:** Buses are able to drop off children at the front entrance to the Manning Regional Art Gallery. **Running late:** Please call the Manning Regional Art Gallery on (02) 6592 5455

## Guidelines for School Groups

We hope the following information will be useful to teachers and carers and we ask that it is communicated to students prior to attending the Gallery. The purpose of providing guidelines is to assist in creating an environment where the exhibition can be enjoyed fully by all groups and individuals.

1. School bags are not permitted inside the Gallery. We request teachers and students to leave school bags on the undercover art space at the rear of the gallery. (Gallery Staff will direct teacher on arrival)
2. Food and drink is not permitted inside the Gallery. However there is a grassed area outside available for students to have a picnic before or after the tour.
3. Mobile phones must be switched off at all times, no photography, or filming.
4. Some of the students may never have been to an exhibition before. Please talk to the students about appropriate behaviour. For example no touching the artworks, walking carefully in the Gallery and keeping noise to a minimum. The general public will also be viewing the exhibition at the time of your visit so please consider them as you move around the Gallery

## Excursion Risk Management

To assist schools in preparing their own risk assessments we have prepared a Manning Regional Art Gallery Safety Information Sheet. This document answers all questions required by the Department of Education and Communities. If you have any questions please email or phone: gallery@gtcc.nsw. phone: (02) 6592 5455.