

Preparing for a Visit to the Poetry Center

Please share the details of this document with students, parents, teachers, and anyone who may need this information.

Pre-trip checklist

- Have students bring a writing notebook and a pencil.
- Have students wear nametags **before arrival to the Center**.
- Group your students in pairs and have some system for helping them remember who their partner is.
- Leave large bags, packages, backpacks, umbrellas or similar items in your classroom or on the bus or van.
- Bring a camera to document your students' experiences.
- If you plan to arrive by bus, please notify Wren Goblirsch at pceducation@arizona.edu to find out how to reserve parking.
- Classroom teachers and chaperones are responsible for the behavior of their groups. Please discuss with your students what your expectations are.
- Should you need to cancel your trip, we request 24 hours notice.

What to expect the day of your field trip

A field trip to the Poetry Center lasts an hour and a half and includes a 20-30 minute tour of the Poetry Center, with a self-guided component, and a writing workshop. Teachers work with staff to determine the writing workshop components that will work best for a particular group. Poetry Center field trips are led by Poetry Center staff.

Before getting started, we will direct your group to the public restrooms and drinking fountains, help you stow sack lunches (if applicable), and get name tags for all members of the group (if necessary). You can save time by having your group already wear name tags and bringing only the materials needed for the trip, i.e. a writing notebook.

During the tour portion of the field trip, students will be given time to explore the first floor of the library in small groups using a self-guided activity. Students are welcome to look at the art work on the walls and in display cases during this time. Students are also welcome to look at, touch, and browse the books.

We ask that visitors refrain from touching the artwork, use indoor voices, and walk.

Post-trip check list

- Complete an evaluation of your trip. You will receive an email from Poetry Center staff with a link.
- Share your experiences with your colleagues, friends, and families. Our program grows by your positive recommendations.