

Guidelines for School Classes and Supervised Groups

We kindly ask you to follow these guidelines for your visit to optimise the booking as well as the visit itself. Please bring with you a signed copy of these guidelines when visiting the museum or send it to us in advance with your confirmation of reservation! Thanks a lot.

1. Supervisors (esp. teachers) have supervisory duties and are therefore responsible for the group during their visit of the Porzellanikon. This also applies to guided tours and programmes supervised by the museum staff. The group has to stay together on their way through the museum. During tasks, the supervisors have to be able to see the group. The accompanying persons are obliged to assist the educational museum staff with practical and creative tasks. The admission for the necessary number of supervisors is free of charge.
2. Guided tours and creative offers will be carried out with a maximum of 20 participants. Classes or groups exceeding this limit will be split into smaller parties. Multiple guided tours and creative offers can be carried out simultaneously or in alternation. The fees for the guided tours and creative offers are per school class/group. The amount has to be paid in advance at the museum's cash point.
3. For booked guided tours and programmes, the museum's educational staff will welcome you in the foyer.
4. For visits accompanied by the museum's educational staff, we recommend you to contact the technical intermediary by email christoph.uhlig@porzellanikon.org, or call 09287-91800-511 or the museum educator by email regine.leineweber@porzellanikon.org, or call 09287-91800-521 to agree on the content of the guided tours and practical tasks.
5. It is advisable to discuss your museum visit with your school class or group beforehand. The school class(es)/group(s) should be prepared on how they are expected to behave and handle the museum's exhibits. This includes:
 - All mobile phones have to be switched off.
 - Photos may be taken for private use but the guided tour or programme should not be interrupted.
 - The consumption of food and beverages is not permitted within the exhibition space. A break can be scheduled in the rooms of the museum education.

(Please turn over.)

Porzellanikon in Selb
Visitors Service
Werner-Schürer-Platz 1
95100 Selb
Fon +49 9287 91800-0
Fax +49 9287 91800-669
besuchercenter@porzellanikon.org

www.porzellanikon.org
www.facebook.com/porzellanikon
www.instagram.com/porzellanikon



- Bags remain in the foyer or can be placed in the rooms of the museum education.
- The school class(es)/group(s) are requested to walk through the museum in a quiet manner and accompanied by their supervisor.
- A large amount of exhibits within the *Porzellanikon Selb* may be touched. The exhibits, however, have a high cultural value. Therefore, they should be handled with care and caution. In the *Porzellanikon Hohenberg*, the exhibits may not be touched. Exceptions are pointed out by the museum staff.
- The instructions of the museum staff have to be followed.

Name(s) of the supervisor(s):

I have read and agree to these guidelines:

(Signature of one supervisor)

Institution: