Planning Your Exhibit Visit
CHECKLIST

In Advance

☐ Contact the museum to schedule your group's visit (museumed@msu.edu or 517-432-1472).
☐ Visit the exhibit in advance, or assure that you have reviewed the website thoroughly.
☐ Review the Discussion Guide appropriate for your group's age/developmental level and consider how you will use it with your group.
☐ Orient your group to the exhibit: Share the website or videos, as appropriate.
☐ Disclose and discuss your role as a mandated reporter (for MSU employees or employees of other institutions/professions).
☐ Explore self-care with your group.
☐ Consider whether you might need assistance supporting, monitoring, and processing the experience with your group.

During the Visit

☐ Develop a plan for how you will tour the exhibit.
☐ Meet your group at the museum and enter the exhibit together. If you have a member of the Museum staff leading you through the exhibit, start with this. Then allow your group some time to experience the exhibit themselves, then come back together as a group and allow for debriefing/Q&A before you leave.
☐ Observe reactions and offer support as needed throughout.
☐ Plan in advance where you will discuss and debrief the experience. There should be an opportunity to process and discuss reactions before your group disbands for the day.

After the Visit

☐ Utilize the Discussion Guide. Have a plan about which questions you will start with, but be prepared to adjust to what comes up for the group.
☐ Invite your group members to share personal reactions.
☐ Conclude group discussion with a call to action. Have the group members identify something that they can do to make a difference.
☐ Follow up with any members who might need assistance.
☐ Take care of yourself, process your experience with others, and plan for follow up with your group or individuals.

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