URBAN TOUR GROUP
PORTLAND

Tour Guidelines

A brief overview for classroom teachers

About the Tours

Urban Tour Group offers downtown Portland walking tours — each about two hours long — exploring the city's history, landmarks, art, and architecture. Tours move through active public spaces, so a little preparation goes a long way toward making the experience safe, engaging, and fun for everyone.

Setting Expectations Before You Go

Before the field trip, take a few minutes with your students to go over what the day will look like. A few things worth covering in class ahead of time:

- Where you're going and what you'll see.
- What is a walking tour — moving as a group, seeing new sites, listening to the guide, asking questions.
- The importance of staying with their group.

Our Three Rules

At the start of every tour, guides introduce these expectations directly with students:

- **Stay safe by staying together -** The guide leads from the front, the chaperone follows from behind, keeping the group together.
- **Listen and learn something new.**
- **Have fun!**

Behavior Expectations

- Listen when the guide is speaking.
- Use indoor voices inside public buildings — we visit working spaces and historic buildings where others may be present.
- Follow instructions from guides, teachers, and chaperones.
- Be respectful of the spaces we visit.
- No touching displays or structures unless directed. No picking up items from the street.

Safety & Emergency Procedures

- All guides carry a cell phone and have contact information for the teacher and all other guides on the tour.
- In the event of an emergency, the guide will direct the group to a safe location and contact the teacher/school as needed.
- Students with medical needs (allergies, medications, mobility considerations) should be communicated to the Head Guide in advance.

Practical Tips for Teachers

- Discuss what they already know about Portland history — guides love an engaged, curious group.
- Remind students that asking good questions is part of the experience.
- Access the mini-lessons or videos on the homepage of the UTG website to learn more about the area your tour will cover.
- Remember - no umbrellas - we'll be moving in and out of buildings, and they tend to get in the way.

Have fun exploring downtown Portland!

Urban Tour Group
www.urbantourgroup.org