

# ARTOURS

Museum Visit Request Form

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## GENERAL INFORMATION PLEASE COMPLETE ALL FIELDS

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Grade \_\_\_\_\_ Number of Students \_\_\_\_\_

## TYPE OF TOUR REQUESTED

Guided Tour     Guided Tour with Lesson

Special Needs \_\_\_\_\_

## DATES REQUESTED

*All requests must be received a minimum of **two weeks in advance** of your first preferred tour date. Tours are offered Tuesday through Saturday, 9AM - 5PM. If your request is approved, you will receive a tour confirmation by email.*

First Choice Date \_\_\_\_\_ Time \_\_\_\_\_

Second Choice Date \_\_\_\_\_ Time \_\_\_\_\_

Third Choice Date \_\_\_\_\_ Time \_\_\_\_\_

## GROUP FEES

*Guided tours for school groups are \$2 per student. Maximum group size is 50 students. \$20 minimum tour fee.*

*Guided tours with lessons for school groups are \$3 per student. Maximum group size is 50 students. \$45 minimum tour fee.*

## CHAPERONE POLICY

*We require one adult chaperone per 10 students. Admission is free for up to three chaperones. Additional adults accompanying the group are required to pay the \$5 admission fee. Adults accompanied by additional children cannot be considered chaperones and will be charged regular admission fees.*

Send completed form to TAM's Education Assistant, Jesslyn Low, at [artworks@theartmuseum.org](mailto:artworks@theartmuseum.org).

