

# School Tour Request Form (K-12)



## Until Now: Collecting the New (1960-2010)

April 16, 2010-August 1, 2010

### Tour Information

Tours available April 20-August 1, 2010

Please submit requests a minimum of 3 weeks in advance of your *first* preferred tour date.

Tours are offered Tuesday through Friday. All tours are FREE and last one hour. One adult chaperone is required for every 15 students on a guided tour or for every 10 students on a self-guided tour.

**Group Size** A maximum of 60 individuals (including chaperones) can begin tours at each start time. A minimum of 9 students or youths plus 1 chaperone attending at the same time constitutes a group.

Number of students \_\_\_\_\_ Grade level \_\_\_\_\_ Number of adult chaperones \_\_\_\_\_

Request for Accommodation: \_\_\_\_\_

### Tour Type

Guided Tour

Self-Guided Tour

### Tour Times Weekdays

10:00

10:30

11:15

12:00

12:30

1:30

2:00

2:30

Prioritize your tour start-time preferences by numbering in the boxes, 1 for your first choice, 2 for your second.

### Tour Date

Provide four possible dates in order of preference.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### School Information

School name \_\_\_\_\_

School mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

School phone (central office) (\_\_\_\_\_) \_\_\_\_\_ Your extension \_\_\_\_\_

Contact name \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_

### Confirmation

We will contact you if we are unable to accommodate your group. Otherwise, you will receive confirmation of your reservation(s) and museum visit guidelines by mail. Please review this information thoroughly and share it with all participating teachers and chaperones. A tour guide will contact you to discuss your guided tour 1 to 2 weeks in advance.

### Cancellations

If you need to cancel a tour, please call (612) 870-3140 as soon as possible so we may extend the opportunity to another group.

### Mail Completed Forms To

Minneapolis Institute of Arts  
Tour Office  
2400 Third Avenue South  
Minneapolis, Minnesota 55404