



SCHOOL OR ORGANIZATION \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

MAIN CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

BEST PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_

TITLE | SCHOOL?      yes      no

### GROUP INFORMATION

DATE OF VISIT: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

PREFERRED ARRIVAL TIME (Museum opens at 10am) \_\_\_\_\_

K-12 Guided                      K-12 Self Guided

TOUR THEME \_\_\_\_\_ ARRIVAL VIA:    Bus \_\_\_\_\_    Cars/Vans \_\_\_\_\_

SPECIAL NOTES \_\_\_\_\_

HOW MANY: Students\*: \_\_\_\_\_ Teachers\*\*: \_\_\_\_\_ Chaperones\*\*: \_\_\_\_\_

*\* Group tours over 75 students may need to be split over multiple visits; self-guided groups are limited to 30 students max.*

*\*\* One (1) teacher/chaperone is free for every 10 students. Additional chaperones are \$10/person*

Are you the primary contact for the day of the tour?      yes      no

Are you the group's teacher / educator?      yes      no      Subject: \_\_\_\_\_

Briefly describe your desired outcome for this visit. \_\_\_\_\_

How much time do you have for your visit?

90 minutes (tour & activity)      60 minutes (extended tour)      45 minutes (tour only)

Will you be eating a bagged lunch on the property?      yes      no

**Please send completed form to [tours@gibbesmuseum.org](mailto:tours@gibbesmuseum.org)**

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