



# School Tour Request Form

## TOUR INFORMATION

Requests for all school tours of the permanent collection, other than Art Adventure tours, are accepted three times per year. All requests must be received a minimum of 4 weeks in advance of your first preferred tour date.

<b>Tour Requests accepted beginning:</b>	<b>For tour dates in:</b>
May 1	September, October, November, December
October 15	January, February, March, April
February 15	May, June, July, August

**Tours are offered:** Tuesday through Friday between 10 A.M. and 4 P.M. The museum is closed on Monday. All tours are FREE and last one hour.

**Group Size:** A minimum of nine students plus one chaperone constitutes a group. The museum will admit up to 75 students per hour for guided tours (not to exceed 150 students per school, per day), and 100 students per hour for self-guided tours.

**Adult Chaperones:** One chaperone is required for every 15 students on a guided tour, or for every 10-students on a self-guided tour.

## SCHOOL INFORMATION

School Name \_\_\_\_\_

School Mailing Address \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Home phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Check here to receive our monthly online newsletter for teachers.

Number of Students \_\_\_\_\_ Grade level \_\_\_\_\_ Number of Adult Chaperones \_\_\_\_\_

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

## TOUR DATE

Provide four possible dates in order of preference.

1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

## GUIDED TOURS

Choose from some of our most popular tours below or visit [www.artsmia.org/Education/Tours](http://www.artsmia.org/Education/Tours) for more specialized tour topics. Please put a check next to your topic preference.

**Tour Topics** (note group size maximums)

\_\_\_\_\_ Absolutely Fabulous: Highlights of the Institute's Collection (Max. 75)

Specify areas of interest. \_\_\_\_\_

\_\_\_\_\_ Safari through Art (Max. 75)

\_\_\_\_\_ Why is the Sky Yellow? Artists' Choices (Max.75)

\_\_\_\_\_ A Taste of Asia (Max. 60)

\_\_\_\_\_ Treasures of European Art (Max. 60)

\_\_\_\_\_ Mostly Modern: 19th and 20th Century Art (Max. 60)

\_\_\_\_\_ Anishinabe to Zapotec: Native Arts of the Americas (Max. 45)

\_\_\_\_\_ Living Arts of Africa (Max. 45)

\_\_\_\_\_ Gods, Graves and Genius: Art of the Ancient Mediterranean (Max. 45)

\_\_\_\_\_ Other Topic (see [www.artsmia.org/Education/Tours](http://www.artsmia.org/Education/Tours)) \_\_\_\_\_

**Tour Times**    10:00     10:30     11:15     12:00     12:30     later

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

Indicate the time by which your last tour of the day must be completed. \_\_\_\_\_

## SELF-GUIDED TOURS

Self-guided tours are entirely self-directed. To ensure the best possible educational experience, the museum will admit up to 100 students per hour with one adult chaperone per ten students. Self-guided groups must always yield to tours conducted by museum tour guides. Please specify areas of interest. \_\_\_\_\_

**Tour Times**    10:30     11:15     12:00     12:30     later

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

## LUNCHROOM RESERVATION

You can reserve lunchroom space for up to 60 students (with bag lunches) at the times listed below. A room and set-up charge of \$35 per lunchtime is assessed. Reservations must be made in advance. Snacks and lunches are available for purchase in Arts Café or ArtsBreak by D'Amico & Sons. Your group can also eat outside if weather permits.

\_\_\_\_\_ 10:30–11:00 A.M.    \_\_\_\_\_ 11:15–11:45 A.M.    \_\_\_\_\_ 12:00–12:30 P.M.    \_\_\_\_\_ 12:45–1:15 P.M.

## CONFIRMATION

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

## CANCELLATIONS

If you need to cancel a tour, call (612) 870-3140 as soon as possible. Please cite the school name, tour date and time in your message.

## MAIL COMPLETED FORMS TO

Minneapolis Institute of Arts

Tour Office

2400 Third Avenue South

Minneapolis, Minnesota 55404

*Support for school tours provided by*

