

## Group Tour Reservation Form

To reserve a date for a docent-led or self-guided group tour, please complete this electronic form, print, and mail or fax to number listed above.

- Groups of ten or more may schedule a free one-hour docent-led tours of the Kemper Museum's permanent collection or special exhibitions. Tours are available during public hours. The Museum is closed on Mondays.
- Self-guided groups should also register their tour date and time to confirm availability of space.
- Reservation for a docent-guided tour is required three weeks in advance of the visit date. Maximum capacity of a group size is 50 people.

### Please complete the following information:

Select a docent-led \_\_\_\_\_ or self-guided tour \_\_\_\_\_

Group size: \_\_\_\_\_ Age: \_\_\_\_\_

### Select three tour date and time options:

School group tours are available from 10:00 a.m. to 3:00 p.m., Tuesday through Fridays. Weekend guided tours are available upon request.

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Group name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, and Zip code: \_\_\_\_\_

Phone (School groups, please list school number): \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### School group information:

Level: \_\_\_\_\_ School district: \_\_\_\_\_

Number of chaperones: \_\_\_\_\_ Arts Partner Member?: \_\_\_\_\_

K-12 school groups are required to bring one chaperone for every ten students:

Please complete page two, describing any special needs for your group or tour requests.

Tour request: \_\_\_\_\_

With advance notice, tour content can be tailored to your group's needs. Thematic content, curriculum connections, vocabulary, to name a few, can be integrated into docent-led tours. Please be specific with what your group is studying and your goal for your group's visit to the Kemper Museum.

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Please list any special needs:

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Additional information:

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A letter or email confirming your tour request will be sent within five days after receipt of your form.