



ART ADVENTURE 2014-15

# Tour Request Form

ALL REQUESTS FOR THE SCHOOL YEAR WILL BE ACCEPTED BEGINNING SEPTEMBER 2, 2014. Fall visits are scheduled first. Please make a copy of your completed form for your records before submitting.

### SCHOOL INFORMATION

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

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

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

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

### CONTACT INFORMATION

Name \_\_\_\_\_ Contact is:  Teacher  Art Adventure coordinator

Phone (work) \_\_\_\_\_ (evening) \_\_\_\_\_

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

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

E-mail \_\_\_\_\_  Check here to receive our monthly online newsletter for teachers.

### MAILING INFORMATION

Please specify where tour confirmations should be mailed:  Contact's address  School address

### TOUR TOPIC

Your 2014-15 Art Adventure set must be reserved before you request your tour dates. Indicate your tour theme below.

- \_\_\_\_\_ Amazing Animals in Art      \_\_\_\_\_ Dressed for the Occasion      \_\_\_\_\_ People and Their Environments
- \_\_\_\_\_ American Art Sampler      \_\_\_\_\_ Family, Friends, and Foes      \_\_\_\_\_ Sources of Strength
- \_\_\_\_\_ Artists' Inspirations      \_\_\_\_\_ How People Lived
- \_\_\_\_\_ Cultural Reflections in Art      \_\_\_\_\_ Let's Celebrate Life

Check if you would like an Art Adventure guide to lead your tour, or if you prefer to lead your own.

Tour led by Art Adventure guide       Self-guided tour

### TOUR TIME

The museum opens at 10 a.m. School tours are conducted Tuesday through Friday. The museum is closed on Monday. All tours are FREE and last one hour.

Specify the earliest time your group can arrive: \_\_\_\_\_

Specify the time your last tour of the day must be completed by: \_\_\_\_\_

For the best Art Adventure experience, we recommend you schedule your museum tour shortly before, or after, your classroom presentation.

## LUNCHROOM RESERVATIONS

You may reserve the lunchroom space for up to 60 students (with bag lunches) at the times listed below. A room and set-up charge of \$40 per lunchtime is assessed. Reservations must be made in advance. Your group is welcome to eat outside if weather permits.

Lunchroom times:  10:30–11 a.m.  11:15–11:45 a.m.  Noon–12:30 p.m.  12:45–1:15 p.m.

## GROUP SIZE

For each school, Art Adventure tour groups are 60 students per hour, limited to 120 students per day. For guided tours, one Art Adventure guide is assigned to every 15 students. Schools must provide at least one adult chaperone for every 15 students on guided tours and for every 10 students on self-guided tours.

Total number of students for whom you are scheduling tours: \_\_\_\_\_ Grade level(s) \_\_\_\_\_

## TOUR DATE PREFERENCES

On the calendar below, circle your preferred dates and cross out dates you cannot visit. Be sure to select enough dates to accommodate your group size. All requests must be received a minimum of four weeks in advance of your first preferred visit. While we make every effort to accommodate groups on their preferred dates, please note that the busiest months are March, April, and May. Shaded dates are unavailable. The museum is closed on Monday.

15–120 students = 1 tour day

361–480 students = 4 tour days

121–240 students = 2 tour days

481–600 students = 5 tour days

41–360 students = 3 tour days

601–700 students = 6 tour days

**Avoid the crowds. Consider visiting in the fall! Your students will get a sneak preview of the original objects before learning more about them in the classroom.**

September 2014						October 2014						November 2014						December 2014						January 2015					
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
1	2	3	4	5		6	7	8	9	10		3	4	5	6	7		1	2	3	4	5		5	6	7	8	9	
8	9	10	11	12		13	14	15	16	17		10	11	12	13	14		8	9	10	11	12		12	13	14	15	16	
15	16	17	18	19		20	21	22	23	24		17	18	19	20	21		15	16	17	18	19		19	20	21	22	23	
22	23	24	25	26		27	28	29	30	31		24	25	26	27	28		22	23	24	25	26		26	27	28	29	30	
29	30																	29	30	31									

  

February 2015						March 2015						April 2015						May 2015						June 2015					
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S
2	3	4	5	6		2	3	4	5	6				1	2	3						1		1	2	3	4	5	
9	10	11	12	13		9	10	11	12	13		6	7	8	9	10		4	5	6	7	8		8	9	10	11	12	
16	17	18	19	20		16	17	18	19	20		13	14	15	16	17		11	12	13	14	15		15	16	17	18	19	
23	24	25	26	27		23	24	25	26	27		20	21	22	23	24		18	19	20	21	22		22	23	24	25	26	
						30	31					27	28	29	30			25	26	27	28	29		29	30				

## MAIL COMPLETED FORM TO

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

## CONFIRMATION

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. An Art Adventure guide will call you to discuss your guided tour one to two weeks in advance. At that time, please report the specific grade level(s) attending. If we are unable to accommodate your group, we will contact you promptly. Thank you for your support of Art Adventure.

## QUESTIONS, CHANGES & CANCELLATIONS

If you have questions about your tour, need to make changes or to cancel your tour, call **(612) 870-3140** as soon as possible. Please reference your school name, tour date, and time.

SCHOOL TOURS PRESENTED BY:



GENEROUS SUPPORT FOR ART ADVENTURE PROVIDED BY:

UNITED HEALTH FOUNDATION

THE HEARST FOUNDATIONS