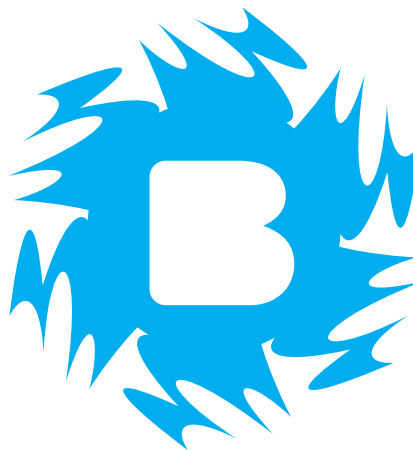


# Guided and Self-Guided Gallery Visits



## **How to Schedule Your School or Youth Group Visit**

Reservations are required for all guided and self-guided group visits. Groups are scheduled on a first-come, first-served basis and tend to fill up quickly. Please make your reservation as early as possible. Lessons must be booked at least three weeks in advance.

## **Reservation Calendar**

Scheduling for the fall (October–November) begins on September 2, for the winter (December–February) on October 1, and for the spring (March–June) on January 1. Your reservation is not scheduled unless you receive a written confirmation from the Brooklyn Museum. Unscheduled groups will not be admitted.

## **Scheduling Large Groups**

When scheduling for large groups, please be aware that the gallery capacity is two groups of thirty students per time slot per day. If your group is more than sixty students, it will not be able to visit the same Museum gallery in the same time slot.

## **Cancellations**

If you are unable to keep your appointment, please call the Youth Tour Coordinator at (718) 501-6221 as soon as possible. In order to serve as many students as possible, we request two weeks' notice for cancellations.

## **Payment**

Payment in full for all guided and self-guided visits is required on the day of your visit. Please have a cash payment or a check made out to the Brooklyn Museum when you arrive at the Museum. Payment is made upon check-in at the Visitor Center in the Grand Lobby.

Purchase orders may be mailed to:

Education Administrator  
Education Division  
Brooklyn Museum  
200 Eastern Parkway  
Brooklyn, NY 11238-6052

Department of Education contract number: 619-78-15

Department of Education vendor number: BRO130

## **Reservation Form**

Please complete the following form and return it to the Marketing and Visitor Services Department

at least three weeks prior to your first date preference. Incomplete forms will be returned. Forms should be returned to:

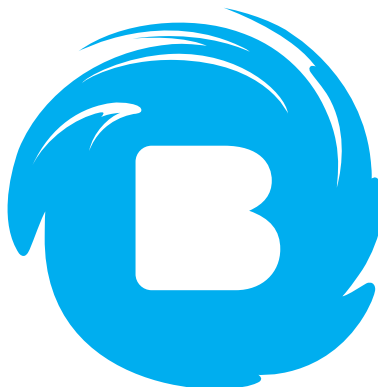
Youth Tour Coordinator  
Brooklyn Museum  
Marketing and Visitor Services Department  
200 Eastern Parkway  
Brooklyn, NY 11238-6052

Forms may also be faxed to (718) 501-6150.

**Brooklyn Museum**

200 Eastern Parkway, Brooklyn, NY 11238-6052  
T(718) 501-6221 F(718) 501-6150  
[www.brooklynmuseum.org](http://www.brooklynmuseum.org)

# Guided and Self-Guided Gallery Visit Reservation Form



*Incomplete forms will be returned.  
Please fill out a separate form for each visiting class.*

Name: \_\_\_\_\_

Home/Cell Phone (Optional): \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of teacher visiting with the class, if different from above: \_\_\_\_\_

School or Organization: \_\_\_\_\_

Work Phone/Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

District: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

# of Students (30 students max per group): \_\_\_\_\_

# of Chaperones (1 chaperone for every 10 students required): \_\_\_\_\_

Grade: \_\_\_\_\_

Check one:

Self-guided visit (1st through 4th floors only)

Please indicate collection preference: \_\_\_\_\_

Guided visit

Lesson title: \_\_\_\_\_

If you have a gallery preference for a K–5 lesson, please indicate: \_\_\_\_\_

Do any of your students have special needs?

Yes

No

Please describe: \_\_\_\_\_

\_\_\_\_\_

List your date preferences below. Please give at least three alternate dates per class. Guided Gallery Visits are offered Wednesdays, Thursdays, and Fridays, from 10 to 11:30 a.m. or from 12 to 1:30 p.m. The Museum is closed every Monday and Tuesday.

Dates (MM/DD/YY): \_\_\_\_\_

### Program Times:

Please indicate a time preference:

- Grades Kindergarten–2:      10–11 a.m.                    or      12–1 p.m.  
 Grades 3–12:                     10–11:30 a.m.                    or      12–1:30 p.m.  
 Special Needs classes:      10:30–11:30 a.m.                    or      12:30–1:30 p.m.  
 Self-guided classes:          11 a.m.                                    or      Other \_\_\_\_\_

If your selections are available, you will receive an invoice by mail approximately two weeks after we receive your form. Your visit has not been reserved if you do not receive written confirmation. We encourage you to copy and distribute this form to your colleagues.

### Group Fees

All prices are listed per visit.

	NYC Schools and Youth Groups	Schools and Youth Groups outside of NYC
<b>Educator-Led Guided Gallery Visits</b>	\$50	\$60
<b>Self-Guided Gallery Visits</b>	\$35	\$50
<b>Special Needs Guided Gallery Visits</b>	\$1.50 per student	\$2 per student
<b>Special Needs Self-Guided Gallery Visit</b>	\$1 per student	\$1.50 per student

## Brooklyn Museum

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