



# NIU Art Museum Tour Group Reservation Sheet

**Altgeld Hall, First Floor, West End**

**815.753.1936 Fax:815.753.7897**

**website: [www.niu.edu/artmuseum](http://www.niu.edu/artmuseum)**

Call 815 753-1936 (or email this completed form to  
Education Coordinator Diana Arntzen [darntzen@niu.edu](mailto:darntzen@niu.edu))

Date of Tour:		Arrival Time:	
		Departure Time:	
Group Name:			
Group Mailing Address: (street, city, zip or NIU)			
Contact name:	Contact phone:	Contact email:	
Ages of group members:			
Special accommodations or access needed:			
Curriculum:			
Anticipated # in group:			
Exhibits desired:			
Additional details:			
OFFICE USE ONLY:	Added to mailing list? Y N	Added to email list? Y N	
Guide 1:	Guide 2:	Guide 3:	
Actual # on Tour:			

Artwork shown at the Museum may be objectionable to some viewers. We recommend calling ahead and/or visiting our exhibitions before bringing your group if this may be a concern.

We kindly request that you contact the museum with your group's interest as soon as you begin planning, so we can schedule staffing for your tour. Tours can be arranged outside of our regular gallery hours with advance notice.

**Gallery Hours:**

**Tuesday – Friday, 10 am – 5 pm**

**Saturday, 12 noon – 4 pm**

And by appointment for group tours.

**September – Mid May**

**We would like to accommodate as many groups as possible. Please contact us at 815.753.1936.**