Group Visit and Guided Tour Reservation Form

We would like your visit to be a positive experience. The space limitations, layout, safety, and fragility of the artwork in the exhibition, and other scheduled groups may impact our ability to accommodate very large or multiple groups at a single time. We recommend and require advance notice for large groups of ten or more people before arriving at the Museum. To accommodate as many requests as possible we may schedule additional gallery attendants or divide your group into smaller tours. Please note that many of our exhibitions explore challenging, contemporary subject matter and may not be suitable for all audiences. We recommend that visitors contact the Museum before organizing visits with young children.

Please complete this form and return via email to artmuseum@niu.edu, fax 815-753-7897, or by standard USPS mail or campus mail. To arrange a group visit by phone please call our Education Coordinator at 815-753-1936.

Date of Visit

Arrival Time

Departure Time

Tour Length

Group

Mailing Address or NIU Campus address

City

State

Zip

Primary Contact

Phone

email

Anticipated Attendance:

Age Group (circle)

Grade School

High School

College Student

Adult

Number of Chaperones:

Special accommodations or access needed:

Would you like a Museum staff or docent guided tour? (Circle) YES NO

Exhibitions you specifically wish to tour?

Are there specific topics, curriculum, or goals you wished covered during your tour?

Additional Comments or Questions:

OFFICE USE ONLY:

Anticipated Attendance

Divided into Groups

Participants in each Group

Guide 1

Guide 2

Guide 3

Guide 4

Actual Group Attendance:

Tour Checklist:

☐ Entered into Museum Calendar

☐ Tour Guides Scheduled

☐ Tour Rotation Created

☐ Tour Confirmation Sent

☐ Attendance Entered

☐ Thank You Sent

☐ Tour Evaluation Sent

☐ Contact Added to Mailing List

☐ Contact Added to Email listserv

Notes:

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 a.m. – 5 p.m.; Saturday, 12 noon – 4 p.m.; and by appointment for group tours.

NIU Art Museum, Altgeld Hall 116, First Floor, West End


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