



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		Tour Length	
		Departure Time			
Group					
Mailing Address or NIU Campus address					
City			State		Zip
Primary Contact					
Phone			email		
Anticipated Attendance:		Age Group (circle)			Number of Chaperones:
		Grade School	High School	College Student	Adult
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	
Actual Group Attendance:					
Tour Checklist:					
<input type="checkbox"/> Entered into Museum Calendar <input type="checkbox"/> Tour Guides Scheduled <input type="checkbox"/> Tour Rotation Created <input type="checkbox"/> Tour Confirmation Sent <input type="checkbox"/> Attendance Entered <input type="checkbox"/> Thank You Sent <input type="checkbox"/> Tour Evaluation Sent <input type="checkbox"/> Contact Added to Mailing List <input type="checkbox"/> 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.

NIU Art Museum, Altgeld Hall 116, First Floor, West End
 1425 W. Lincoln Highway / DeKalb, Illinois 60115-2828 / 815-753-1936 / Fax 815-753-7897 / www.niu.edu/artmuseum