

# MUSEUM TOUR PLANNING WORKSHEET

Thank you for your interest in bringing a group to visit the exciting exhibitions at the Alden B. Dow Museum of Science & Art. Completing this request form prior to attempting to schedule a visit will allow for a smooth and efficient process. Thank you very much, *ABDM Education Staff*

\*School Name \_\_\_\_\_ \*School District \_\_\_\_\_

\*School Address (City/State/Zip) \_\_\_\_\_

Salutation:       Dr.     Mr.     Miss     Mrs.     Ms.

\*Coordinator (your) Name \_\_\_\_\_ \*Grade range of students \_\_\_\_\_

\*School Phone number \_\_\_\_\_ other contact phone number (if applicable) \_\_\_\_\_

\*Email address (required) \_\_\_\_\_

\*Exhibits to visit \_\_\_\_\_  I would like this to be an unguided visit.

\*# Teachers: \_\_\_\_\_ x Free

\*# Students: \_\_\_\_\_ x \$3 each

\*# Adults: \_\_\_\_\_ x \$3 each

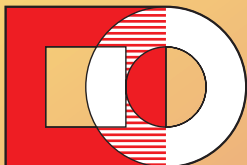
Date of visit: \_\_\_\_\_ Alternate dates (if first is not available): \_\_\_\_\_

Please check with your transportation department about time restrictions for field trips (i.e. what time the bus has to be back, or earliest time available to depart your school. Please indicate first and second options.

Desired tour time:  9-10:30am       10:45am-12:15pm       12:45-2:15 pm

Special notes about your group or visit: \_\_\_\_\_

**Thank you for your interest in visiting our museum with your students. You will receive a contract/confirmation by email. Please sign and return (instructions on contract). Please feel free to contact the Curator of Education to schedule a preview visit of the exhibit for educational planning - this visit is complimentary for the teachers/administrators of a scheduled group.**



ALDEN B. DOW  
MUSEUM OF SCIENCE & ART

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