

**Scheduling a School Group Visit to the Chazen**

Today's date \_\_\_\_\_

**Here is some basic information for your planning:**

**Docent-led** museum tours are offered:

Monday, Thursday, Friday 9:00 a.m. 10:15 a.m. 11:30 a.m. 1:00 p.m.

Wednesday 11:30 a.m. 1:00 p.m.

Saturday & Sunday availability by appointment

Closed New Year's Day, Memorial Day, Labor Day, Thanksgiving, Christmas Eve Day and Christmas Day.

Tours are free of charge.

Most tours of the Chazen Museum of Art last 1 hour. Students will see 5-7 works of art during this time.

Guided tours have a minimum of 5 participants and maximum of 65 participants.

**Pre-K – 3<sup>rd</sup> grade groups require one chaperone for every eight students.**

**4<sup>th</sup>-12<sup>th</sup> grade groups require one chaperone for every ten students.**

Appointments for tours must be made at least four weeks in advance.

**Please answer the following questions in order for us to schedule you in an appropriate time**

Desired day of week and date of your tour? (4 weeks or more from now): \_\_\_\_\_

Desired starting time (9, 10:15, 11:30 or 1): \_\_\_\_\_

Alternate date/time? \_\_\_\_\_

Group name: \_\_\_\_\_

Would you like a docent-guided tour or would you like a self-guided visit? \_\_\_\_\_

Group leader's name and address (The person who will receive the paper confirmation by USPS):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Daytime phone: \_\_\_\_\_

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

Day-of-visit/cell phone (optional): \_\_\_\_\_

What is a good time to reach you by phone? \_\_\_\_\_

Email: \_\_\_\_\_

Number of students K-12: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Number of adult chaperones: \_\_\_\_\_

**Tour Content: Please Check one option.**

\_\_\_\_\_ *Chazen Highlights*: This tour includes collection highlights representing different styles, artistic movements and media. Docents concentrate on the permanent collection and spend 10-20 minutes in temporary exhibitions. Please view the Chazen website to find information on temporary exhibitions.

\_\_\_\_\_ *The Art of Sustainability* (New tour available October 2019): This tour is recommended for Grades 3-8. The tour focuses on issues of environmental sustainability as seen through artwork in the collection. Students will look closely at works of art and engage in conversations and gallery activities around human impact on the environment and environmental stories.

\_\_\_\_\_ Special topic: You can call us to discuss other tour content, four weeks in advance of your desired tour date. Please call us at 608-890-4456 on weekdays. More information about our collection and temporary exhibitions is available on the Chazen's website [www.chazen.wisc.edu](http://www.chazen.wisc.edu)

If the tour is requested in a language other than English, specify the language (French, German, Spanish)

French

German

Spanish

Does anyone in your group have a disability or have special needs?

**Other things we should know?**

e.g. These are first-time visitors to an art museum, etc. This information will help us communicate your needs and serve you better.

**What Happens Next?**

You will receive a phone call, if there are any questions about your needs or schedule. Confirmation will follow by email.

Thank you for your interest in visiting the Chazen Museum of Art. We look forward to confirming your visit.

When completed, attach and **email** to Adrienne Rich, Assistant Curator of Education at [arich@chazen.wisc.edu](mailto:arich@chazen.wisc.edu) or print and mail to:

**Tour Request**

Adrienne Rich  
Assistant Curator of Education  
Chazen Museum of Art  
800 University Ave. Madison, WI  
53706-1479