

Scheduling a Group Visit to the Chazen

Today's date _____

Here is some basic information for your planning:

Museum hours tours are offered:

Tuesday, Wednesday, Friday 9:15 a.m.–4:45 p.m.

Thursday 9:15 a.m.–8:45 p.m.

Saturday & Sunday 11:15 a.m.–4:45 p.m.

Closed Mondays and Thanksgiving, Christmas, and New Year's days.

Tours for non-profit groups (that is, most tours) are free of charge. Museum and temporary exhibition admission are free.

Most tours of the Chazen Museum of Art last 1 hour and 15 minutes. Very young students will be scheduled for less time.

Docents are assigned according to the size of the group. Large groups are split into smaller groups, each assigned a docent.

Drop-in tours for groups of 10 or fewer are offered Sundays at 2 p.m. and Thursdays at 12:30 p.m., and last 40 minutes. No reservation is required.

We need responses to the following information at least 4 weeks before your desired date, in order to plan your tour and confirm your visit. Do not leave anything blank. If the question is not applicable please write in NA (not applicable).

Please answer the following questions, so that we may schedule docent(s) for you and put you on our schedule of visitors.

After you respond to these questions you will receive a follow up phone call to answer questions and to discuss any special tour content or needs of your group.

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

Desired starting time: _____ Can you give us an 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: _____

Day-of-visit/cell phone (optional): _____

What is a good time to reach you by phone? _____

Email: _____

Number of students K-12: _____ Grade Level: _____ (including adult chaperones): _____

Number of college students: _____

Number if this is an adult (non-student) group: _____

Tour Content:

Check 1. Our most popular tour is called a “Whistlestop,” a general tour, which includes collection highlights. This overview tour of the Chazen usually includes 15-20 minutes in the major temporary exhibition on view.

____ Whistlestop

____ Special topic: We will call you or you can call us to discuss other tour content, four weeks in advance of your desired date. Please call us at 608-263-4421 weekdays. More information about our collection and temporary exhibitions is available on the Chazen’s website www.chazen.wisc.edu

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

French German Spanish

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

If yes, please specify: _____

Other things we should know?

e.g. Students are studying the ancient world or Wisconsin history; The group must leave at 2 p.m.; 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 is any question about your needs or schedule. Ultimately tours are confirmed with a paper confirmation sent to USPS address of the person you specify as group leader.

Look at this paper confirmation, and if the confirmation matches your expectations, your group visit is confirmed.

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

When completed, attach and send to Candie Waterloo, Curator of Education at cwaterloo@chazen.wisc.edu or print and mail to:

Tour Request

Candie Waterloo
Curator of Education
Chazen Museum of Art
800 University Ave.
Madison, WI
53706-1479