

TOUR REQUEST FORM

To schedule a tour, complete the form below and make a copy for your records. Submit your request at least six weeks in advance. Your tour is not finalized until you receive a written confirmation usually within three weeks.

MAIL TO: School Tours, Education Department, BMA,
10 Art Museum Drive, Baltimore, MD 21218

FAX TO: 443-573-1581

You may also schedule a tour

BY PHONE: 443-573-1821

Tuesday–Friday, 9 a.m.–4:30 p.m.

BY E-MAIL: Tours@artbma.org

TODAY'S DATE _____ SCHOOL _____

SCHOOL ADDRESS _____

CITY _____ STATE _____ ZIP _____

IS SCHOOL IN BALTIMORE CITY? _____ OTHER COUNTY (please name) _____

TITLE I SCHOOL YES _____ NO _____

TEACHER'S NAME _____ TEACHER'S E-MAIL _____

HOME PHONE _____ SCHOOL PHONE _____

HOW DO YOU PREFER TO BE CONTACTED? E-MAIL _____ HOME _____ SCHOOL _____

GRADE LEVEL _____ NUMBER OF STUDENTS _____ NUMBER OF ADULT CHAPERONES _____

DESIRED TOUR TOPIC (See tour chart on pages 6–7): _____

PLEASE INDICATE YOUR TOP THREE CHOICES FOR THE DATE AND TIME OF YOUR TOUR
(REMEMBER THAT THE BMA IS CLOSED MONDAYS AND TUESDAYS).

1ST CHOICE **DATE** _____ **TIME** _____

2ND CHOICE **DATE** _____ **TIME** _____

3RD CHOICE **DATE** _____ **TIME** _____

GUIDED TOUR _____ SELF-GUIDED (TEACHER-LED) TOUR _____

IF A DOCENT TOUR IS NOT AVAILABLE, WOULD YOU LIKE TO SCHEDULE A SELF-GUIDED TOUR?
YES _____ NO _____

FOR SELF-GUIDED TOURS, PLEASE NAME THE GALLERIES OR EXHIBITIONS YOU PLAN TO VISIT.

DO YOU HAVE ANY STUDENTS WITH SPECIAL NEEDS? IF SO, PLEASE EXPLAIN.

IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR STUDENTS OR CURRICULUM IN
ORDER TO PLAN A SUCCESSFUL VISIT FOR YOUR GROUP? _____