

PRE K—12 SCHOOL TOUR REQUEST FORM

Please duplicate this form for multiple requests and keep a copy for your records. Submit this form at least four weeks in advance of your earliest tour request date. Written confirmation will arrive within three weeks of receipt. If a conflict occurs, we will contact you. Please note your tour is not confirmed until you receive written confirmation from the Corcoran Education Department. Questions about scheduling tours should be directed to tours@corcoran.org or (202) 639-1730.

Today's Date

(202) 639-1729, fax

Corcoran Gallery of Art
Education Department
500 Seventeenth Street NW
Washington, DC 20006

tours@corcoran.org

(202) 639-1730, telephone

SCHOOL INFORMATION

School/Group Name

Street Address

City

State

ZIP

District/County

School Phone

Public Private Parochial Homeschool

Please note the maximum number we can accommodate is 100 students. We require one chaperone for every 10 students.

Grade Level _____ Number of Students _____ Number of Chaperones _____

Please list any special needs you or your students may have.

Please list any relevant areas and themes that you are exploring in the classroom. We may be able to incorporate these topics into your tour.

CONTACT INFORMATION

Contact Name

Preferred E-mail Address

Cell Phone Number

Administrator Teacher Parent Other (please specify): _____

Name of Teacher Accompanying tour

Preferred E-mail Address

Cell Phone Number

