



# EVERSON MUSEUM OF ART

## TOUR REQUEST FORM

REQUESTOR'S NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

SCHOOL/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGE OF GROUP: \_\_\_\_\_ NUMBER IN GROUP: \_\_\_\_\_ *(60 VISITORS MAXIMUM PER TOUR)*

Will your group require ramp or elevator access? \_\_\_\_\_

Will your group require a lunch room reservation? \_\_\_\_\_

*(The Education Center is available Tuesday through Friday on a limited basis for school groups wishing to have lunch at the Museum. Reservations should be made at least three weeks in advance and preferably at the time of booking. 60 visitors maximum.)*

**Cost:** School Tours are \$50.00 per classroom. Pre-payment is required prior to your tour date. An Invoice will be attached to your tour confirmation letter after your request is processed. Non-school tours are subject to regular admission price.

### ADMISSION:

\$8.00 for adults

\$6.00 for students with ID and seniors

Free: Members, Active military and children 12 and under

Group Rate: \$6.00 per person for 12 or more guests.

We do offer limited scholarships to schools and organizations that service youth and demonstrate financial hardship or need.

Would you like to be considered for a scholarship, please check: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain why you would like to be considered for a scholarship:

OVER PLEASE

Please note the Everson Museum is open for docent led tours from Tuesday to Friday, 10:00am—5:00pm, and *limited* tours are available Saturday & Sunday, from noon—5:00pm. Tours are one hour in length.

**\*\*SCHOOL GROUP TOUR POLICY:** *There should be a chaperone to student ratio of 1:10, (excluding staff who accompany special needs students).*

TENTATIVE DAY & DATE OF TOUR: \_\_\_\_\_ PREFERRED TIME: \_\_\_\_\_

ALTERNATE DAY & DATE: \_\_\_\_\_ PREFERRED TIME: \_\_\_\_\_

**TYPE OF TOUR:**

We offer many types of tours. Please select a tour type by checking the choices below:

Visual Thinking Strategies  Architecture  Art History  Ceramics

iPad Pals (Presentations)  K—12  College-level  Seniors  General  
 Featured Exhibition  French Speaking (*limited basis*)

**OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ INFORMATION TAKEN BY: \_\_\_\_\_ CALENDAR ENTRY: \_\_\_\_\_ STATISTIC DATA ENTRY DATE: \_\_\_\_\_  
CONFIRMATION PACKET SENT ON: \_\_\_\_\_ CONFIRMATION SENT TO DOCENTS ON: \_\_\_\_\_

DOCENTS CONFIRMED:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SUBMIT FORM TO:** [calbright@everson.org](mailto:calbright@everson.org)

401 Harrison Street • Syracuse NY 13202 • 315-474-6064 x 323 • [eversonmuseum.org](http://eversonmuseum.org)