**TOUR REGISTRATION**

**CONTACT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name of organizer: | |  |
| Phone: |  | |
| E-Mail: |  | |

**DETAILS OF YOUR VISIT**

|  |  |  |  |
| --- | --- | --- | --- |
| Group/class title: | |  | |
| Date: |  | | |
| Time: |  | | |
| Number of guests: | | |  |
| Guided Tour: Yes ( ) No ( )  Are there any specific topics that you would like the tour to focus on? Are there any guests that require accommodations? If yes, please describe below: | | | |
|  | | | |
| **FOR INTERNAL PURPOSES ONLY**  Tour led by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tour approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please keep these points in mind while planning your tour:   * Tours typically last 15-20 minutes, with 15-20 minutes left for group members to browse as they please. * If the museum is closed on a date or time that you would like to plan your visit, we are usually happy to open the museum for your group. * You will be expected to email museum staff one day before the day of your tour to confirm your reservation. * If the group is larger than 25 people, we may split the tour into two separate groups to avoid crowding the galleries. * You, as the organizer, will be responsible for the behavior of the group members. Younger school groups in particular should be briefed on our rules within the museum:   + Backpacks, food, drinks, and other large objects should be left in our lobby before entering the galleries.   + Please do not touch the objects, walls, glass cases, and labels unless you are given permission.   + Please do not run in the gallery.   + Photography is fine, as long as there is no flash. | | | |

Please email this form to [cbattle@ucsb.edu](mailto:cbattle@ucsb.edu)

We look forward to seeing you!