**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.
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Please email this form to cbattle@ucsb.edu

We look forward to seeing you!