

# Museum Visit Request Form

Please complete all information; an incomplete form will delay the processing of your request. Keep a copy of the request form(s) for your records and mail a copy to:

Tour Coordinator  
Dallas Museum of Art  
1717 N. Harwood  
Dallas TX 75201

Contact Person \_\_\_\_\_ Circle One: teacher/parent \_\_\_\_\_  
School/Group Name \_\_\_\_\_ School District \_\_\_\_\_  
School Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
School Phone \_\_\_\_\_ School Fax \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
# of Students \_\_\_\_\_ # of Adults \_\_\_\_\_ Student Grade Level(s) \_\_\_\_\_ Type of Class (e.g., art, history) \_\_\_\_\_  
Additional information or special needs \_\_\_\_\_

## REQUESTED DATE AND TIME OF MUSEUM VISIT (must submit five dates in order to be processed)

1st Choice: Date \_\_\_\_\_ Time(s) \_\_\_\_\_ 4th Choice: Date \_\_\_\_\_ Time(s) \_\_\_\_\_  
2nd Choice: Date \_\_\_\_\_ Time(s) \_\_\_\_\_ 5th Choice: Date \_\_\_\_\_ Time(s) \_\_\_\_\_  
3rd Choice: Date \_\_\_\_\_ Time(s) \_\_\_\_\_

### DOCENT-GUIDED VISITS: PERMANENT COLLECTION

Select one program only. Grade recommendations are listed with each topic.

- Dive into Art at the DMA (K)
- Me and My World (1)
- Searching for Faces (2)
- Stories in Art (3)
- A Looking Journey (4)
- Arts of the Americas (5)
- Ideas Take Shape (6)
- Past to Present: Arts of Mexico and Central and South America (4-12)
- Ancient American Art (4-12)
- Colonial to Modern American Art (4-12)
- Arts of Europe (4-12)
- The Classical World (4-12)
- Arts of the Ancient World (4-12)
- Arts of Africa, Asia, & the Pacific (4-12)
- Arts of Africa (4-12)
- Arts of the Pacific (4-12)
- Arts of Asia (4-12)
- Contemporary Art (4-12)
- Collection Highlights (4-12)
- Custom Visit (4-12)

### DOCENT-GUIDED VISITS: SPECIAL EXHIBITIONS

Select one program only. See website for exhibition dates.

- Performance
- African and African American Art
- The Lens of Impressionism*

### SELF-GUIDED VISITS

Select all that apply.

#### Permanent Collection

- All Galleries
- Other: \_\_\_\_\_  
(please specify)

**Special Exhibitions** See website for exhibition dates.

- Performance
- African and African American Art
- The Lens of Impressionism*

### LUNCH

- Please reserve the DMA Sculpture Garden for our lunch.  
Time(s): \_\_\_\_\_

Note: If you are interested in eating at the Atrium Cafe, you must make reservations.

### Tips & Reminders for Scheduling a Museum Visit

- Please make copies and complete separate forms if requesting more than one visit or program.
- Docent-guided visits are offered Tuesday-Friday at 10:00 a.m., 11:00 a.m., noon, and 1:00 p.m.
- Self-guided visits are offered during regular Museum hours only.
- The most popular time for docent-guided visits is 10:00 a.m. Please request a later time if possible.
- K-3 docent-guided visits are only offered on the first Tuesday, second Wednesday, third Thursday, and fourth Friday of each month.
- If you would like to bring more than the maximum number of students for a guided visit on a single day, you can choose to have half of your students tour while the other half eat their sack lunch in our Sculpture Garden, and then have the groups switch. If you would like to do this, please indicate both of the times for the tours (e.g., 11:00 a.m. and noon) and check the appropriate box (at left) to reserve the Sculpture Garden for lunch. Our Sculpture Garden does not open until 11:00 a.m., so this can only be done at 11:00 a.m. and noon or at noon and 1:00 p.m.
- Please attach a separate piece of paper to make notes to us.