

**Office Use only**

Reservation made via:

 Phone     Fax  
 Email
el **MUSEO** delbarrio**Reservation Request Form**
 Fax form to (212) 831-7927 or e-mail to [tours@elmuseo.org](mailto:tours@elmuseo.org)  
 Attn: Guadalupe Orjuela - Education Department
**Office Use only**

Date of Visit: \_\_\_\_\_

Time: \_\_\_\_\_

Program: \_\_\_\_\_

**Please note that your request will not be processed if any required information is missing.**

Today's Date: \_\_\_\_\_

Name of School/ Institution: \_\_\_\_\_ **(Required)**School/ Institution Address: \_\_\_\_\_ **(Required)**City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ **(Required)**School/ Institution Phone Number: \_\_\_\_\_ **(Required)**School/ Institution Fax Number: \_\_\_\_\_ **(Required)**NYC Department of Education Community District Number: \_\_\_\_\_ **(Required for NYC Public Schools Only)**Institution Type: *(Circle one)*

NYC Public School      Private School/ Independent      Catholic School      College/ University

Senior Center      Non-Profit Institution      Tour Company      Private Group

Other (please specify): \_\_\_\_\_

**Mailing address if different from above:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Visit Coordinator: \_\_\_\_\_ **(Required)**Daytime Telephone Number: \_\_\_\_\_ **(Required)**Cellular Phone Number: \_\_\_\_\_ **(Required)**E-Mail Address: *(Please print clearly)* \_\_\_\_\_ **(Required)**Names and Contact Numbers of Teachers/Chaperones Attending: *(Please print clearly)*(1) Name: \_\_\_\_\_ Contact Number or Email: \_\_\_\_\_ **(Required)**(2) Name: \_\_\_\_\_ Contact Number or Email: \_\_\_\_\_ **(Required)**(3) Name: \_\_\_\_\_ Contact Number or Email: \_\_\_\_\_ **(Required)**

**I \_\_\_\_\_ (Printed Name of Visit Coordinator), have read, understand and reviewed myself, and with all attending teachers and their students, El Museo del Barrio's visitor guidelines and am fully aware of the cancellation policies set forth by the institution.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **(Required)**
**Principal/ Assistant Principal Approval (All information is required in this section)**

*Please note that without your Principal or Assistant Principal's signature of approval for your requested program, date and time, your Reservation Request will not be processed.*

Principal/ Assistant Principal Name: *(Please print clearly)* \_\_\_\_\_

Principal/ Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/ Assistant Principal Contact Number or Email: \_\_\_\_\_

**Office Use Only:**

Invoice EMDB: \_\_\_\_\_

Packet mailed: \_\_\_\_\_

 Public Programs (Children's Programs)  
 PPC-G PPC-H  
 (non-school related)

 Public Programs (Regular Tours)  
 PPA-G PPA-S PPA-H  
 (adult/senior/college/university)

 School Programs  
 SP-G SP-H SP-SG  
 (K-12 schools)

## Summer 2008 Program Information

### HANDS-ON WORKSHOPS

This summer, while the Museum's galleries are under renovation, El Museo del Barrio offers summer camps, community organizations, and other group visitors a new series of workshops designed to explore themes and concepts related to El Museo's permanent collection and past exhibition. These ninety-minute workshops foster participants' observation, critical thinking and creativity. Each workshop includes a presentation and discussion facilitated by a museum educator, followed by an art-making activity in El Museo's *Taller* (art studio). Workshops may also be conducted offsite at your organization's facility.

Workshops are offered in conjunction with the following themes and cultural celebrations:

**Option A: Taino Art & Culture: Highlights from El Museo's Permanent Collection**

**Option B: ARTE ≠ VIDA: Actions By Artists Of The Americas, 1960-2000**

**Option C: Around the Block From El Museo: Community Stories and Murals**

<i>K-12 NYC Public Schools</i>	\$130.00 (flat fee)
<i>All other K-12 Schools</i>	\$175.00 (flat fee)
<i>University &amp; Senior Groups</i>	\$175.00 (flat fee)
<i>Adult Groups</i>	\$200.00 (flat fee)

Hands-on Workshops are available  
Tuesday-Friday, 10:00am-3:00pm; Saturday-Sunday, 11:00am-2:00pm

**Program duration:** 1½ hours

**Maximum group size:** 30 students/participants  
(One chaperone per ten students **required**.)

**No more than 4 chaperones per group.)**

#### Special Needs:

So as to ensure that the best provisions possible are made for your group, please provide information in the section below regarding any significant challenges and needs for your group, and any information you feel may be helpful.

*Please check all applicable areas:*

- Hearing Impairment - # of people: \_\_\_\_\_  
 Sight/Visual Challenges - # of people: \_\_\_\_\_  
 Developmental Challenges/MR - # of people: \_\_\_\_\_  
 Physical mobility challenges/wheelchair - # of people: \_\_\_\_\_

Level of Functioning: (Circle all applicable areas)

High      Moderate      Lower

**Please specify any special requests:**

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#### Please select **ONE** program: (*Required*)

\_\_\_\_\_ Option A: Taino Art & Culture: Highlights from El Museo's Permanent Collection

\_\_\_\_\_ Option B: ARTE ≠ VIDA: Actions By Artists Of The Americas, 1960-2000

\_\_\_\_\_ Option C: Around the Block From El Museo: Community Stories and Murals

#### Please select **ONE** program time: (*Required*)

**Single** (up to 30 participants + 1 chaperone per 10 students (K-12))

Tuesday-Friday  
10:00am \_\_\_ 12:00pm \_\_\_ 3:00pm \_\_\_

Saturday-Sunday  
11:00am \_\_\_ 2:00pm \_\_\_

**Double** (up to 60 participants + 1 chaperone per 10 students (K-12))

Tuesday-Friday  
10:00am \_\_\_ 12:00pm \_\_\_ 3:00pm \_\_\_

Saturday-Sunday  
11:00am \_\_\_ 2:00pm \_\_\_

#### Requested dates for Presentation & Workshop: (*Required*)

Please provide us with 3 alternate dates for your visit.

- 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

#### General Group Information: (*All fields below are required.*)

**Number of students/participants:** \_\_\_\_\_

**Number of adults:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Class/Subject Area(s):** \_\_\_\_\_

**Preferred Language for Tour/ Workshop:** (Circle one)

Spanish                      English                      Spanish/English