

FOR OFFICE USE ONLY

Date of Visit: _____ # of STU/GRDS: _____
Lesson Time: _____ TOW Date: _____
Lesson Type: _____ Booked By: _____
Confirmation #: _____ Lesson Topic: _____

School Visit Request Form

The Getty
CENTER

To submit a School Visit Request, you can either:

1. Go to **www.getty.edu/education** to fill out and submit the form online
OR
2. Fill out and mail this request form. Make a copy of the completed request form for your records. Mail your completed form to:

School Visits
The J. Paul Getty Museum
Education Department
1200 Getty Center Drive, Suite 1000
Los Angeles, CA 90049-1687

Please read carefully, print neatly, and fill out the request form completely. Incomplete request forms will be returned to the sender to be completed and resubmitted for processing.

- Requests for Guided and Self-Guided Visits (with or without an Architecture & Garden Tour) will be booked on a first-come, first-served basis beginning **June 1, 2009**.
- A visit cannot be rescheduled after it is confirmed. The date, time, duration, or lesson topic cannot be changed for any reason.

Primary contact for visit (must be a teacher who will be accompanying students during the visit):

First name _____ Last name _____

Name of field trip coordinator (if different from teacher) _____

School name _____

Name of school principal or administrator _____

School address 1 _____

School address 2 _____

City _____ State _____ Zip _____

School phone _____ Ext. _____

School fax _____

Type of school:

- Elementary Middle High Private Home

School District: LAUSD Other

Grade _____

Are you a current or former participant in the Getty's One-Year Professional Development Program, Art & Language Arts? Yes No

Home address (optional)

City _____ State _____ Zip _____

Home phone _____ Cell phone _____

e-mail _____

Where would you prefer to receive your confirmation letter? (If you are scheduled for a Guided Visit, this is also the place at which you will receive previsit materials and a telephone call from a Gallery Teacher to coordinate plans one week in advance of your visit.) Home School

Subject(s) currently taught:

- All (elementary)
- Art/Art History
- Language Arts
- History/Social Science
- Science
- Math
- Foreign Language
- Performing Arts (music, dance, drama)
- Other _____

Do you already have a Getty previsit DVD (“What’s Up at the Getty?” for grades 1–5; or “First Impressions” for grades 6–12)? Yes No

Blackout Dates

School Visits ARE NOT OFFERED on the following dates:
Mondays (Museum closed to the public)
July 3, 2009
November 24–27, 2009
December 18–31, 2009
January 1, 2010
July 2, 2010

Your Preferred Dates

List your top five preferred dates for a Guided or Self-Guided Visit from July 1, 2009, to August 31, 2010 (note blackout dates listed above). Only list dates that you know will work for your group, as visits cannot be rescheduled or changed for any reason.

Day of Week	Month	Date	Year
<small>(The Getty Center is closed on Mondays.)</small>			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Would you prefer a Guided Visit or a Self-Guided Visit? (check one)

- Guided Visit Self-Guided Visit

If we cannot accommodate your Guided Visit request, do you want a Self-Guided Visit?

- Yes (Remember to fill out the entire request form, both the Guided and Self-Guided Visit sections.)
- No

Self-Guided Visits and Student Architecture & Garden Visits

Rank the following Self-Guided Visit or arrival times in order of preference from 1 (first choice) to 3. Do not rank an arrival time unless you are able to come at that time. Picnic times are preassigned and correspond to your arrival time.

Student Architecture & Garden Tours can only be requested for Self-Guided groups arriving at 9:00 A.M. or 11:00 A.M. If you would like to request a Student Architecture & Garden Tour, please indicate your preference below.

Arrival Time	Student Architecture & Garden Tour Time	Self-Guide Time	Picnic Time
<input type="checkbox"/> Self-Guided Visit with Student Architecture & Garden Tour:			
9:00 A.M.	10:00–10:40 A.M.	10:45–11:30 A.M.	11:45 A.M.–12:15 P.M.
<input type="checkbox"/> Self-Guided Visit Only:			
9:30 A.M.	N/A	10:15 A.M.–Noon	12:15–12:45 P.M.
<input type="checkbox"/> Self-Guided Visit Only:			
10:00 A.M.	N/A	10:45 A.M.–12:30 P.M.	12:45–1:15 P.M.
<input type="checkbox"/> Self-Guided Visit Only (Friday only):			
10:30 A.M.	N/A	11:30 A.M.–1:00 P.M.	10:45–11:15 A.M.
<input type="checkbox"/> Self-Guided Visit with Student Architecture & Garden Tour:			
11:00 A.M.	Noon–12:40 P.M.	12:45–2:00 P.M.	11:15–11:45 A.M.
<input type="checkbox"/> Self-Guided Visit Only:			
11:00 A.M.	N/A	Noon–1:15 P.M.	11:15–11:45 A.M.

Arriving by bus? Yes No How many buses? _____

Arriving by car? Yes No How many cars? _____

Number of students for Self-Guided Visit (maximum 120): _____

Grade level(s): _____

Number of chaperones (one chaperone required for every fifteen students):

Number of students for Student Architecture & Garden Tour (maximum 60):

Grade level(s): _____

Would you like to request GettyGuide audio players?

Yes No How many? _____

Teacher Orientation Workshops

Teacher Orientation Workshops are designed for teachers and chaperones who are planning to lead students independently through the Museum for the first time.

Please note: **Returning** teachers scheduled for a Self-Guided Visit do not need to attend a Teacher Orientation Workshop.

Workshops for the 2009–2010 school year will be held on the following dates from 10:00 A.M.–12:30 P.M.

Saturday, September 26, 2009

Saturday, January 9, 2010

Saturday, May 29, 2010

Number of people who plan to attend: _____

Number of cars: _____

For questions about Teacher Orientation Workshops, to reschedule your workshop date, or to change the number of attendees, call our Visitor Services Department at (310) 440-7300 and speak with a School Group Associate.

Guided Visits

Preferred lesson topic (see chart below)

Only one lesson topic per group (120 students) can be accommodated.

Choose one lesson topic by checking a box below.

LESSON TOPIC	GRADE LEVEL				
	K-2	3-5	6-8	9-10	11-12
<input checked="" type="checkbox"/> Nature in Art	•	•	•		
<input type="checkbox"/> Artists as Storytellers	•	•	•	•	
<input checked="" type="checkbox"/> Body Language	•	•	•	•	•
<input type="checkbox"/> Mythology in European Art			•	•	•
<input checked="" type="checkbox"/> Connecting History and Art			7,8	•	•
<input type="checkbox"/> Exploring Art through Writing			7,8	•	•

Rank the following Guided Visit arrival times in order of preference from 1 (first choice) to 2. Do not rank an arrival time unless you are able to come at that time. Picnic times are preassigned and correspond to your arrival time.

Arrival Time	Lesson Time	Picnic Time
<input type="checkbox"/> 9:00 A.M.	9:45–11:00 A.M.	11:45 A.M.–12:15 P.M.
<input type="checkbox"/> 10:30 A.M.	11:30 A.M.–12:45 P.M.	10:45–11:15 A.M.

Number of students (maximum 120): _____

Grade level(s): _____

Number of chaperones (one chaperone required for every fifteen students):
