



# MCASD TOUR REQUEST FORM

## Tour Experiences

### > **Look/Explore Tours**

A Look/Explore tour is an hour-long, student-centered dialogue in which students gain a greater understanding of the works on view through visual inquiry and in-gallery activities. Gallery Educators facilitate lively conversations on a select number of artworks in galleries, site-specific installations, or the architecture of the Museum to allow students to deeply engage with the works discussed. Available: Between 11 AM-4 PM, Thursday through Tuesday.

### > **ArtLab Workshops**

ArtLab workshops build on the Look/Explore tour with an additional hour of hands-on art making experience in which students further explore process and materials. ArtLab workshops offer participants a unique opportunity to work with Gallery Educators on a project inspired by works on view. Available: Between 11 AM-4 PM, Mondays and Fridays.

### > **Focus Tour**

The Focus tour is a one-hour, dialogue-based highlights tour for higher education and adult groups focused on one of the Museum's special exhibitions. Focus tours provide adult visitors a forum to share ideas and questions about works on view, while learning about the art of our time. Available: Between 11 AM-4 PM, Thursday through Tuesday.

### > **Self-Guided Tours & Teaching in the Galleries**

Self-Guided tours give higher education and community group educators the ability to use the Museum galleries as an extended classroom. Self-Guided tours give educators the opportunity to shape their students' visit to the Museum around individual curriculum needs. For example, educators can design worksheets for the students to explore at their own pace or lead sketching activities in the galleries. Available: Between 11 AM-4 PM, Thursday through Tuesday.

## Timeline

- > All MCASD tour experiences must be booked in advance. Look/ Explore tours, ArtLab workshops, and Focus tours must be requested at least three weeks in advance. Self-Guided tours must be booked at least two weeks in advance. Any Title 1 San Diego Unified and San Diego County public and charter school applying for an MCASD Transit Scholarship must submit a completed Transit Scholarship Application within one week of booking a tour.

## Tour Guidelines & Applicable Fees

- > For tour guidelines and fee structure, visit the Schools & Teacher section under the Programs tab of the Museum's web site at <http://www.mcasd.org/programs/schoolteachers>. If you selected a tour experience with applicable fees, MCASD will send an invoice to your organization along with your tour confirmation. All fees must be paid in full a minimum of one week prior to the tour.

## Submission

- > Mail to: Attn: Education Department, MCASD, 700 Prospect Street, La Jolla, CA 92037
- > Fax to: MCASD Education Department, 858 454 6985
- > Email to: [education@mcasd.org](mailto:education@mcasd.org) with subject line "Tour Request"

## Confirmation

- > Tours are not guaranteed until confirmed by the Education Department. Confirmations are sent via e-mail.



**GROUP INFORMATION:**

Today's Date:

Name of School, Organization, or Group:

Contact Name (Teacher/ Group Leader):

Address of School or Organization:

Daytime phone:

Alternate Phone:

Total Number of Participants in Group:

E-mail Address for Tour Confirmation & Communication:

*\*Applicable to School and Higher Education Groups Only:*

How many of the total number of participants are teachers, instructors, and/or chaperones?

Teachers:

Chaperones:

Grade Levels of Student Participants in Group:  
(check all that apply):

6th

7th

8th

9th

10th

11th

12th

Higher Education

**REQUESTED MCASD LOCATION, DATE & TIME:**

MCASD Location (check one):

MCASD Downtown

MCASD La Jolla

**Date & Time:**

Tours are booked on a first come, first served basis. Please enter a preferred and alternative time and date for your visit.

*Note, the first available tour time is 11 AM.*

**Preferred Date & Time**

Date:

Time:

**Alternative Date & Time**

Date:

Time:

**REQUESTED MCASD EXPERIENCE (CHECK ONLY ONE):**

**Look/ Explore Tours for School & Community Groups**

San Diego Unified & San Diego County public & charter schools
  San Diego Independent School or School from Outside San
  Community Group

**ArtLab Workshops for School & Community Groups**

San Diego Unified & San Diego County public & charter schools
  San Diego Independent School or School from Outside San
  Community Group

**Focus Tours for High Education & Adult Groups**

Higher Education Group
  Adult Group
  Community Group

**Self-Guided Tours for Higher Education & Community Groups**

Higher Education Group
  Community Group

**ACKNOWLEDGMENT OF MCASD TOUR GUIDELINES:**

By signing below I acknowledge that I have read and understand the Museum’s tour guidelines (maximum group size, number of chaperones required, and fee structure) outlined on the Museum website ([www.mcasd.org](http://www.mcasd.org)).

Name (Print or Type)	Signature (A typed name will act as digital signature)	Date
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**MCASD TRANSIT SCHOLARSHIP:**

MCASD provides limited, needs-based Transit Scholarships of up-to \$200 for Title 1 San Diego Unified and San Diego County public and charter schools that visit MCASD for a Look/Explore tour or ArtLab workshop. Scholarships are awarded through an application process on a first-come, first-served basis. Schools must complete a MCASD Transit Scholarship application within one week of submitting this online tour request form to be considered. MCASD highly advises any school seeking travel reimbursement to book a tour a minimum of one month in advance.

My school is a Title 1 San Diego Unified and San Diego County public and charter school and will submit a completed MCASD Transit Scholarship Application for this visit within one week of today’s date (check one):

Yes
  No



**COMMUNICATION FOR MCASD STAFF (OPTIONAL):**

If you selected a Look/Explore tour or ArtLab workshop, please use the space below to share your expectations for the tour and any information that you believe will help your Gallery Educator meet these expectations.

If you selected a Self-Guided tour, please use the space below to share anything that our Visitor and Security Services Staff need to know (for example, if you plan to lecture or lead a sketching activity in the galleries).

**MCASD TOUR INVOICE INFORMATION**

*\*This section should only be completed if there is a fee associated with the requested experience.*

By providing my name and an address where the MCASD Tour Invoice should be sent, I understand that I am responsible for the cost of any requested tour experience. I also understand that any applicable fee must be paid in full a minimum of one week prior to the tour experience.

My Name:

Invoice Contact and Address:

**Thank you!**

Please remember that tours are not guaranteed until confirmed by the Education Department.  
Confirmations are sent via e-mail.