

Group Tour Request Form



Tour Requests

Tours are offered: Daily by Appointments: between 9 a.m. and 4 p.m. All tours **minimum** 2hr (120 minutes.)

Group Size: A minimum of nine plus one organizer constitutes a group. The museum will admit up to 55 students per 2 hr for guided tours (not to exceed 150 students per school, per day), and 50 students for self-guided tours.

Adult Chaperones: One chaperone is required for every 15 students on a guided tour, One or for every 10-students on a self- guided tour.

SCHOOL /Organization INFORMATION

School/Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (central office) () _____ Your extension _____

Contact Name _____ Title _____

Home phone (_____) _____ E-mail _____

Check here to receive our monthly online newsletter for teachers.

Number of Students _____ Grade level _____ Number of Adult Chaperones _____

Request for Accommodation: _____

TOUR DATE

Provide four possible dates in order of preference.

1. _____ 3. _____

2. _____ 4. _____

(over)

GUIDED TOURS

Choose from some of our most popular tours below or visit more specialized tour topics. Please put a check next to your topic preference.

Exhibits / Special Programming

_____ The Art of the African Wrap Doll Workshop (Max. 50)

Specify areas of interest. _____

_____ African Drumming Workshop (Max. 50)

_____ Theater Workshop (Max.60)

_____ History Hunt Walking Tour (Max. 60)

_____ Kwanzaa (Max.60)

_____ Black History Step on Tour

_____ Other Topic (see _____)

Tour Times 10:00 10:30 11:15 12:00 12:30 later

Prioritize your tour start-time preferences by numbering them in the boxes, 1 for your first choice, 2 for your second.

Indicate the time by which your last tour of the day must be completed. _____

SELF-GUIDED TOURS

Self-guided tours are entirely self-directed. To ensure the best possible educational experience, the museum will admit up to 50 students per 1.5 hour with one adult chaperone per ten students. Self-guided groups must always yield to tours conducted by museum tour guides. Please specify areas of interest. _____

Tour Times 10:30 11:15 12:00 12:30 later

Prioritize your tour start-time preferences by numbering them in the boxes, 1 for your first choice, 2 for your second.

DINING RESERVATION

You can reserve meal lunch for up to 60 at the times listed below. A room and set-up charge of \$35 per lunchtime is assessed. Reservations must be made in advance. Snacks and lunches are available for purchase. .

_____ 10:30–11:00 a.m. _____ 11:15–11:45 a.m. _____ 12:00–12:30 p.m. _____ 12:45–1:15 p.m.

CONFIRMATION

We will contact you if we are unable to accommodate your group. Otherwise, we will email confirmation of your reservation(s) and museum visit guidelines. Review this information thoroughly and share it with all participating teachers and chaperones. A docent will telephone you to discuss your guided tour 1–2 weeks in advance.

CANCELLATIONS

If you need to cancel a tour, call (774) 284-4729 as soon as possible. Please cite the school name, tour date and time in your message.

MAIL/ Email COMPLETED FORMS TO

National Black Doll Museum
of History & Culture
288 N. Main Street
Mansfield, Ma 02048