

Irving Arts Center Tour Reservation Form

(For groups scheduling gallery tours)

Tour requests are due a minimum of two weeks prior to the requested date.

In order to provide you with the best possible experience, we'd like to know more about your group. Please complete the tour reservation form and return to **Andy Pate** at apate@cityofirving.org or fax to (972) 570-4962. For more information call **(972) 252-7558**. Please note that guided tours are available for groups of 40 or less students (larger groups may request a guided tour, and will be accommodated based on staff availability). Large groups will be welcomed by an Arts Center employee and provided with an overview of the facility.

Tour Date _____ Tour Time _____

School / Group _____

School / Group Mailing Address

Contact Name _____

Contact Phone Number _____

Contact Email address _____

Day-of Tour Contact or Lead Chaperone Name (if different from Contact #1)

Day-of Tour Contact or Lead Chaperone Phone Number _____

Number of Students _____ Number of Chaperones Expected _____

Special requests or special needs for the students / chaperones _____

Are you interested in a specific exhibit? Y N

If yes, please specify which exhibit(s) most interests your group:

Are you participating in a performance or other activity at the Irving Arts Center in addition to your tour? Please specify the event.

Y N _____

Would you like to reserve a place to eat a picnic lunch (option available as space permits)?

Y N