

TOUR REGISTRATION SHEET

Tour Date _____

Date called to schedule tour _____

Teacher(s) _____

School _____

Address _____

Phone (work) _____

Phone (home/cell) _____

Packet Sent _____ Date Packet Sent _____

Email _____

Number of Visitors _____ Grade/Age _____

Arrival Time _____

Departure Time _____

Tour Focus/Objective: _____

Film _____ Title _____

Art Activity _____ Teacher Comments/Requests _____

Discovery Gallery _____

DON'T FORGET TO CALL THE TEACHER PRIOR TO YOUR TOUR!

Lead Docent:

Partner Docents:

For Office Use Only

_____ Janis Room Reserved
_____ Milliken Auditorium Reserved
_____ Dutmers Theatre Reserved
_____ Tour on White Board

_____ Numbers Recorded
_____ Submitted to R25 Schedule
_____ Tour Fund: Admission
_____ Tour Fund: Busing