



## GROUP VISIT REQUEST

When calling (410.244.1900 ext. 216) or e-mailing ([groupvisits@avam.org](mailto:groupvisits@avam.org)) to set up your Group Visit please be prepared to provide the information below.

We request that you confirm the details of your tour two weeks in advance. This will help us to be prepared for your visit and make it as fun as possible!

Name of Organization:

Type of Organization:

Mailing address:

Contact Person:

Phone:

Email:

Date of visit:

Time of visit:

# of children

# of adults

Tour Guide: yes or no

Workshop?:

Which workshop?

Sending in this information is not a confirmation of your visit. We will send you a confirmation packet with the following:

- A Confirmation Letter
- Frequently Asked Questions about School and Group Tours
- How to be a Visionary Chaperone
- Museum Guidelines
- Group Leader Check List

If you have not received this packet, this means your group is not confirmed. Please check with Jackie at 410.244.1900 ext. 216 or [groupvisits@avam.org](mailto:groupvisits@avam.org) to confirm your group tour.