School Visit Request Form

How to Request a School Visit to the Getty Villa

To submit a School Visit Request, you can either:

1. Go to www.getty.edu/education to fill out and submit the form online
   OR

2. Fill out and mail this request form. Make a copy of the completed request form for your records. Mail your completed form to:

   Villa School Visits
   The J. Paul Getty Museum
   Education Department
   1200 Getty Center Drive, Suite 1000V
   Los Angeles, CA 90049-1745

Please read carefully, print neatly, and fill out the request form completely. Incomplete request forms will be returned to the sender to be completed and resubmitted for processing.

- Requests for Guided and Self-Guided Visits will be booked on a first-come, first-served basis beginning June 1, 2009.
- A visit cannot be rescheduled after it is confirmed. The date, time, duration, or lesson topic cannot be changed for any reason.
Primary contact for visit (must be a teacher who will be accompanying students during the visit):

First name______________________ Last name______________________

School name____________________________________________________

Name of School Principal or Administrator__________________________

School address____________________________________________________

City__________________________ State_________ Zip_______________

School phone__________________________ Ext.________________

Other phone (required)__________________________________________

E-mail__________________________________________________________

Type of school:
☐ Elementary  ☐ Middle  ☐ High  ☐ Private  ☐ Home

School district:  ☐ LAUSD#________   ☐ Other__________________________

Grade__________________________________________________________

Home address (optional)
_______________________________________________________________

City__________________________ State_________ Zip_______________

Home phone__________________________ Cell phone_____________________

e-mail__________________________________________________________
Where would you prefer to receive your confirmation letter? (If you are scheduled for a Guided Visit, this is also the place at which you will receive a telephone call from a Gallery Teacher to coordinate plans one to two weeks in advance of your visit.) □ Home □ School

How will your group arrive?

Arriving by bus? □ Yes □ No How many buses?_________________

Arriving by car? □ Yes □ No How many cars?_________________

Note: We book groups arriving by car on Wednesdays only. Limited chaperone parking is available on other weekdays.

Would you prefer a Guided Visit or a Self-Guided Visit? (check one)

□ Guided Visit □ Self-Guided Visit

If we cannot accommodate your Guided Visit request, would you like a Self-Guided Visit?

□ Yes (Remember to fill out the entire request form, both the Guided and Self-Guided Visit sections.)

□ No

Self-Guided Visits

Rank the following Self-Guided Visit arrival times in order of preference from 1 (first choice) to 2. Do not rank an arrival time unless you are able to come at that time. Picnic times are preassigned and correspond to your arrival time.

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Lesson Time</th>
<th>Picnic Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 A.M.</td>
<td>10:15 A.M.</td>
<td>11:15–11:45 A.M.</td>
</tr>
</tbody>
</table>
| 11:30 A.M.   | 12:15 P.M.  | 11:45 A.M.–12:15 P.M.

GETTY VILLA SCHOOL VISIT REQUEST FORM
Number of students for Self-Guided Visit (maximum 120):________________

Grade level(s):_____________________________________________________

Number of chaperones (one chaperone required for every fifteen students):
________________________________________________________________

Would you like to request Getty Guide audio players to use during your Self-Guided Visit?
☐ Yes   ☐ No   How many_________________________ (limited to 60 total)

**Guided Visits**

Choose one lesson topic by checking a box below. Only one lesson topic per group (60 students) can be accommodated.

<table>
<thead>
<tr>
<th>LESSON TOPIC</th>
<th>GRADE LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>K–2</td>
</tr>
<tr>
<td>Artists of Antiquity</td>
<td>✗</td>
</tr>
<tr>
<td>Art of Persuasion</td>
<td>✗</td>
</tr>
<tr>
<td>Athletes in the Ancient World</td>
<td>✗</td>
</tr>
<tr>
<td>Conserving the Past</td>
<td>✗</td>
</tr>
<tr>
<td>Daily Life in the Ancient World</td>
<td>✗</td>
</tr>
<tr>
<td>Mythology in Art</td>
<td>✗</td>
</tr>
</tbody>
</table>

Rank the following Guided Visit arrival times in order of preference from 1 (first choice) to 2. Do not rank an arrival time unless you are able to come at that time. Picnic times are preassigned and correspond to your arrival time.

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Lesson Time</th>
<th>Picnic Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 9:30 A.M.</td>
<td>9:45–10:45 A.M.</td>
<td>10:45–11:15 A.M.</td>
</tr>
<tr>
<td>☐ 11:00 A.M.</td>
<td>11:15 A.M.–12:15 P.M.</td>
<td>12:15–12:45 P.M.</td>
</tr>
</tbody>
</table>
Teacher Orientation Workshops

Teacher Orientation Workshops are designed for teachers and chaperones who are bringing students to the Museum for the first time. Please note: Returning teachers do not need to attend a Teacher Orientation Workshop.

Workshops for the 2009–2010 school year will be held on the following dates from 9:00–12:30:

- Saturday, September 19, 2009
- Saturday, January 30, 2010
- Saturday, April 24, 2010

Number of people (including chaperones) who plan to attend:________

Number of cars:________

For questions about Teacher Orientation Workshops, to reschedule your workshop date, or to change the number of attendees, call our Visitor Services Department at (310) 440-7300 and speak with a School Group Associate.

Blackout Dates

School Visits ARE NOT OFFERED on the following dates:

- Tuesdays (Museum closed to the public)
- November 23–27, 2009
- December 21–31, 2009
- January 1, 2010
- January 18, 2010
- February 15, 2010
- May 31, 2010
- Months of July and August 2010
Your Preferred Dates

List your top five preferred dates for a Guided or Self-Guided Visit from September 14, 2009, to June 30, 2010 (note blackout dates). Only list dates that you know will work for your group, as visits cannot be rescheduled or changed for any reason.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Month</th>
<th>Date</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(The Getty Villa is closed on Tuesdays.)

1. ____________________________

2. ____________________________

3. ____________________________

4. ____________________________

5. ____________________________

(Optional)
Circle grade(s) currently taught:

K 1 2 3 4 5 6 7 8 9 10 11 12

Subject(s):

- [ ] All (elementary)
- [ ] Math
- [ ] Art/A Art History
- [ ] Foreign Language
- [ ] Language Arts
- [ ] Performing Arts (music, dance, drama)
- [ ] History/Social Science
- [ ] Other______________________
- [ ] Science