

FOR OFFICE USE ONLY

Date of Visit: \_\_\_\_\_ # of STU/GRDS: \_\_\_\_\_

Lesson Time: \_\_\_\_\_ TOW Date: \_\_\_\_\_

Lesson Type: \_\_\_\_\_ Booked By: \_\_\_\_\_

Confirmation #: \_\_\_\_\_ Lesson Topic: \_\_\_\_\_

## School Visit Request Form

The Getty  
**VILLA**

### 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.

Arrival Time	Lesson Time	Picnic Time
<input type="checkbox"/> 10:00 A.M.	10:15 A.M.	11:15–11:45 A.M.
<input type="checkbox"/> 11:30 A.M.	12:15 P.M.	11:45 A.M.–12:15 P.M.

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.

LESSON TOPIC	GRADE LEVEL				
	K-2	3-5	6-8	9-10	11-12
<input type="checkbox"/> Artists of Antiquity	•	•	•	•	•
<input type="checkbox"/> Art of Persuasion	•	•	•	•	•
<input type="checkbox"/> Athletes in the Ancient World	•	•	•	•	•
<input type="checkbox"/> Conserving the Past	•	•	•	•	•
<input type="checkbox"/> Daily Life in the Ancient World	•	•	•	•	•
<input type="checkbox"/> Mythology in Art	•	•	•	•	•

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.

Arrival Time	Lesson Time	Picnic Time
<input type="checkbox"/> 9:30 A.M.	9:45-10:45 A.M.	10:45-11:15 A.M.
<input type="checkbox"/> 11:00 A.M.	11:15 A.M.-12:15 P.M.	12:15-12:45 P.M.

Number of students (maximum 60): \_\_\_\_\_

Grade level(s): \_\_\_\_\_

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

## 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.

Day of Week	Month	Date	Year
(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):

- |   |  |
|---|--|
| <input type="checkbox"/> All (elementary)       | <input type="checkbox"/> Math                                  |
| <input type="checkbox"/> Art/Art History        | <input type="checkbox"/> Foreign Language                      |
| <input type="checkbox"/> Language Arts          | <input type="checkbox"/> Performing Arts (music, dance, drama) |
| <input type="checkbox"/> History/Social Science | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Science                |  |