

# Request a Guided or Self-Guided Visit at the Getty Center



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

Mail your completed form to:

School Visits  
The J. Paul Getty Museum  
Education Department  
1200 Getty Center Drive, Suite 1000  
Los Angeles, CA 90049-1687

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.

- School Visits are available between September 3, 2013, and June 27, 2014.
- A visit cannot be rescheduled after it is confirmed. The date, time, or duration cannot be changed for any reason.

FOR OFFICE USE ONLY

Date of visit: \_\_\_\_\_ # of STU/GRDS: \_\_\_\_\_  
Lesson time: \_\_\_\_\_ Booked by: \_\_\_\_\_  
Lesson type: \_\_\_\_\_ Teacher name: \_\_\_\_\_  
Confirmation #: \_\_\_\_\_  
School name: \_\_\_\_\_



## SCHOOL

Education at the J. Paul Getty Museum  
at the Getty Center

1200 Getty Center Drive, Suite 1000  
Los Angeles, CA 90049-1687

# Request a Guided or Self-Guided Visit at the Getty Center

## Guided or Self-Guided?

Guided visits are lessons taught by gallery docents. Self-Guided Visits allow you to lead your students through the galleries independently. Would you like to request a  Guided Visit or  Self-Guided Visit?

## Guided Visit Requests ONLY: Self-Guided Option?

If this application is for a guided visit, and if we cannot accommodate your request, would you like to have a Self-Guided Visit?  Yes  No

## Primary Contact for Visit (Enter name of the teacher who will accompany students on this visit.)

Full name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

I am a  teacher  field-trip coordinator

Name of secondary contact (if applicable): \_\_\_\_\_

Full name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

I am a  teacher  field-trip coordinator

## Getty Programs

Have you ever participated in the Getty's **Art & Language Arts Program**?  Yes  No

(We like to keep track of school visits by Getty Arts & Language Arts alumni. Learn more about the program here: [http://www.getty.edu/education/teachers/professional\\_dev/ala.](http://www.getty.edu/education/teachers/professional_dev/ala.))

## School Information

School name: \_\_\_\_\_

Principal or administrator: \_\_\_\_\_

School address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School phone: \_\_\_\_\_ Extension: \_\_\_\_\_

School fax: \_\_\_\_\_

Type of school:

LAUSD# \_\_\_\_\_  Public/ non-LAUSD # \_\_\_\_\_  Private  Home Grade: \_\_\_\_\_

# Request a Guided or Self-Guided Visit at the Getty Center

## Request Visit Dates

Give us as many date choices as you can so we have more chances to accommodate you. List only dates that you know will work for your group. Visits cannot be rescheduled for any reason. School Visits at the Getty Center are offered Tuesdays–Fridays, September 3, 2013 to June 27, 2014.

(in order of preference)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### BLACKOUT DATES

School visits are not available on the following dates:

Mondays (closed to the public)  
November 26–29, 2013

December 24–31, 2013  
January 1–3, 2014

## Guided Visit Requests ONLY: Arrival Times

Rank arrival times in order of preference.

Arrival Time	Lesson Time	Picnic Time	Number of Students	1st choice	2nd choice	not an option
9:00 A.M.	9:45 A.M.	11:45–12:15 P.M.	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30 A.M.	11:15 A.M.	1:15–1:45 P.M.	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Self-Guided Requests ONLY: Arrival Times

Rank arrival times in order of preference.

Arrival Time	Self-Guided Time	Picnic Time	Number of Students	1st choice	2nd choice	not an option
9:15 A.M. <i>*with Student Architecture &amp; Garden tour</i>	11:00 A.M.–NOON	12:15–12:45 P.M.	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30 A.M.	10:15 A.M.–NOON	12:15–12:45 P.M.	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 A.M.	11:15 A.M.–12:15 P.M.	12:15–12:45 P.M.	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 A.M.	NOON–1:15 P.M.	1:15 A.M.–2:45 P.M.	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Provide Your Visit Details

Maximum 120 students per visit. You must bring at least 1 chaperone per 15 students.

Number of students \_\_\_\_\_ Number of chaperones \_\_\_\_\_ Grade level(s) of students (K–12) \_\_\_\_\_

# Request a Guided or Self-Guided Visit at the Getty Center

## Transportation

Arriving by (check all that apply)

- School bus  Car  Public transportation

Only one bus per 60 students can be accommodated. If you have a special request, please call (310) 440-7322 and speak with a school group associate.

## Self-Guided Visit Requests ONLY: GettyGuide® Multimedia Players

- Check if you would like to reserve **GettyGuide® Multimedia Players** for your Self-Guided Visit. How many? \_\_\_\_\_

Videos, audio recordings, and detailed information about works of art in the Museum can be accessed on our multimedia players. For grades 6 and above. Limited to 120 per day. First come, first served; availability is not guaranteed.

## Additional Requests

Please let us know if your group requires special accommodations:

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## Confirmation and Final Questions

**Where should we send confirmation information? (Check all that apply.)**

- Via e-mail. E-mail confirmation will be sent to the address provided at the top of this form.

Via U.S. mail to:  Field-trip coordinator at the school  Teacher at the school  Teacher's home address

## Comments

Let us know if you have any questions, comments, or concerns.

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## Chaperone Guidelines

We REQUIRE 1 chaperone for every 15 students. Chaperones must be non-students over 18 years old, and be provided with a copy of the Chaperone Guidelines. School groups with insufficient chaperones will not be admitted.

- Please check to indicate you have read and will adhere to the Getty's Chaperone Guidelines. ([http://www.getty.edu/education/teachers/trippack/downloads/chaperone\\_guidelines\\_center.pdf](http://www.getty.edu/education/teachers/trippack/downloads/chaperone_guidelines_center.pdf))