

INSTRUCTIONS FOR CLASS RESERVATION REQUEST FORMS

Please print the Class Reservation Request Form and send it to Collections Manager, Saint Joseph College Art Gallery, 1678 Asylum Avenue, West Hartford, CT 06117. Once the form has been received by the Art Gallery staff, you will be contacted to confirm for request and finalize your visit booking.

Instructions for Completion

Educational Institution's Contact Information:

The group leader (or teacher) should identify the **date** that they made the request, the **name of the school, their name**, the name of the Instructor if different from themselves, where the school is located, their **phone** and **fax number**, and **E-mail address** if applicable. This information allows us to have several means of contacting the school and identifying them.

Class Visit Instructions

First and Second Choice Area:

In the “**Class Visit**” section, the requestor will identify their **first** and **second choice** for their class visit date. Both areas should be filled out to leave room for an alternative date in the event that their first choice is unavailable.

Special Interest Area:

If the school should have a special interest in a particular type or section of works, or in a specific exhibition, they should make note of that in the “**Special topics/interests**” area of the “**Class Visit**” section. This helps the Art Gallery in better designing, and accommodating their visit.

Docent Area:

If the group would like to have the assistance of a Docent they should indicate that in the “**Docent**” area of the “**Class Visit**” section.

Class Size:

Please indicate the number of students and chaperones expected for the visit.

Special Needs Area:

For the purpose of preparation, if the group should have any need for media aides, or handicap assistance, they should note those requests in the “**Special Needs**” area of the “**Class Visit**” section.

Class Information

College

If the group is a college class, the group should indicate the **course number** of the class, and the **course name**.

Elementary/Middle/High School

If the group is from Elementary, Middle, or High School, the group should indicate the **grade** or grades of the group, and the name of the **class** that they are a part of.