



SCHOOL GROUP RESERVATION REQUEST FORM

Please complete all of the information below. Reservations are taken by mail or fax only.
Faxed forms are only accepted for groups paying by credit card.

ORIENTAL INSTITUTE MUSEUM

TYPE OF SCHOOL GROUP VISIT

- 1-Hour Guided Tour 2-Hour Guided Tour + Film 2-Hour Artifact Analysis Program + tour (76 students)
- 2-Hour Kipper Family Archaeology Discovery Center Program (KADC) (for school groups up to 36)

PREFERRED DATES FOR YOUR VISIT

Date _____ Time _____

Alternate Date (required) _____ Time _____

ABOUT YOUR GROUP

School _____

Mailing Address _____

City/State/Zip _____

Contact Person _____

Daytime Phone _____ Cell Phone _____

Email address _____

Number in Group _____ Grade (if applicable) _____

Special Needs _____

Special Interests at the Museum _____

Film choice (if applicable) _____

PAYMENT

- Forms submitted without payment will not be processed

Please use the fee calculation tool on the next page to determine your payment amount.

- \$50 Refundable Deposit (ONLY for school groups choosing the 1-hour guided tour) **OR**
- Pre-Payment amount \$ _____ (for all schools seeing a film or participating in a KADC program)
 - Check/Money Order
 - Visa/MC: Card # _____ Exp Date _____
3-digit security code (located on back of card near signature) _____

SEND FORM TO:

Email: oi-education@uchicago.edu
Fax: 773.702.9853
Mail: Oriental Institute, Education Office
1155 East 58th Street





SCHOOL GROUP OPTIONS AND POLICIES

Complete the worksheet below and enter your group's preferred tour dates, times, and total fee into the Reservation Request Form. Selected date is subject to availability.

ORIENTAL INSTITUTE MUSEUM

SCHOOL GROUPS

Please choose either a school tour or program.

School tours are aligned to Illinois State Goals for Learning 13, 14, 15, 16, 17, 18, 25, 26, and 27 in Science, Social Science, and Fine Arts. School tour program is recommended for middle school students.



• SCHOOL TOUR

Option A: 1-Hour Guided Tour ONLY (Maximum number of students: 60)

Option B: 2-Hour Guided Tour + Film (Maximum number of students: 120)

One adult chaperone is required for every 10 students.

• TOUR AVAILABILITY

Tours are available on the following days and times. Select a first and second choice.

First Choice

- Tuesday 10AM 12PM
- Wednesday 10AM
- Thursday 10AM
- Friday 10AM
- Saturday 10AM 1PM

Second Choice

- Tuesday 10AM 12PM
- Wednesday 10AM
- Thursday 10AM
- Friday 10AM
- Saturday 10AM 1PM

• FEE CALCULATION

Number of Students = _____

Option A: 1-Hour Guided Tour ONLY (for groups up to 60): No fee, but \$50 refundable deposit due

Option B: 2-Hour Guided Tour + Film:

Film Projection Fee per student: \$3

Multiply total number of students by \$3 = \$ _____



• SCHOOL PROGRAM

2-Hour Kipper Family Archaeology Discovery Center (KADC) Program

(Maximum number of students: 36, Minimum of 10 students.)

2-Artifact Analysis + tour Program

(Maximum number of students: 76, Minimum of 15 students.)

One adult chaperone is required for every 10 students.

• FEE CALCULATION

Number of Students = _____

KADC Fee per student \$7

Artifact Program fee per student \$5

Multiply total number of students = \$ _____

PRICES EFFECTIVE AUGUST 1, 2011

CHANGE & CANCELLATION POLICY

Cancellation of a confirmed tour or program date must be made at least two weeks prior to the scheduled date to receive a full refund of fees. Cancellations made less than two weeks in advance will be charged a \$50 processing fee. Cancellations made within 24 hours will receive no refund.

No refunds will be issued if the size of your group decreases after your reservation has been confirmed.

Call 773.702.9507 with any questions.

