

# SCHOOL TOUR BOOKING FORM

Touchstones Nelson Museum is adhering to stringent health and safety standards in response to Covid-19. School tours will be booked during times when the Museum is closed to the public, allowing learning groups (cohorts) to learn together thus adhering to SD8 and Minister of Education regulations. Large classes (30+) may be split into smaller groups. Masks are strongly recommended and contact tracing information will be collected for all visitors, including students, teachers and chaperones.

## FOR TEACHERS TO COMPLETE:

DATE OF TOUR: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

SCHOOL/GROUP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EXPECTED # OF STUDENTS: \_\_\_\_\_ ACTUAL # OF STUDENTS: \_\_\_\_\_

GRADE/AGE GROUPS: \_\_\_\_\_

TOUR TYPE: *Check all that apply*

- Gallery A & B (Available Monday/Tuesday 9 am to 2 pm)
- Bunker (Available Monday-Friday 9 am to 2 pm)
- Archives tour (Available Wednesday 9 am to 3 pm, Thursday/Friday 9-11 am)

SPECIAL REQUESTS/ADDITIONAL INFO ABOUT YOUR GROUP: \_\_\_\_\_

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**PHOTOS:** Touchstones Nelson: Museum of Art and History documents activities for our website and marketing materials. **The group contact named above is responsible for informing the School Programs Coordinator or the Docent if there are children in your group that are NOT to be photographed.** (*Initial after reading:* \_\_\_\_\_)

### **COSTS: STUDENTS \$3 - TEACHERS AND CHAPERONES ARE FREE**

*Please note that chaperones are required for safety; teachers, please see our website for more info.*

## FOR TOUCHSTONES ADMIN TO COMPLETE:

PAYMENT:  At arrival  Invoice emailed date: \_\_\_\_\_  Paid date: \_\_\_\_\_

NAME(S) OF ASSIGNED DOCENT(S): \_\_\_\_\_

FOR MORE INFORMATION CONTACT: Alison Talbot Kelly, School Proragms Coordinator  
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