

**LONGMONT  
MUSEUM  
& CULTURAL CENTER**

## Tour Request Form

To schedule a tour, call 303-651-8723 or complete the form below and make a copy for your records. Submit your request at least three weeks in advance. Your tour is not finalized until you receive a written confirmation, usually within two weeks

**MAIL TO:** School Tours Coordinator  
Longmont Museum & Cultural Center  
400 Quail Rd., Longmont, CO 80501  
**PHONE:** 303-651-8723, Monday – Friday, 9am – 4:30 pm  
**SUBMIT BY EMAIL:** [jill.overlie@ci.longmont.co.us](mailto:jill.overlie@ci.longmont.co.us)  
**SUBMIT BY FAX:** 303-651-0483

TODAY'S DATE \_\_\_\_\_ SCHOOL/ORG \_\_\_\_\_

TEACHER'S NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL PH \_\_\_\_\_ HOME OR CELL PH \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOW DO YOU PREFER TO BE CONTACTED? EMAIL \_\_\_\_\_ SCHOOL \_\_\_\_\_ HM/CELL \_\_\_\_\_

NAMES (FIRST & LAST) OF ALL TEACHERS COMING \_\_\_\_\_

CAN WE ADD YOUR EMAIL TO THE TEACHER E-NEWS GROUP LIST? YES \_\_\_\_\_ NO \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_ # CLASSES \_\_\_\_\_ # STUDENTS \_\_\_\_\_ # ADULT CHAPERONES \_\_\_\_\_

TOUR NEEDED IN SPANISH? YES \_\_\_\_\_ NO \_\_\_\_\_

GUIDED TOUR \_\_\_\_\_ SELF-GUIDED (TEACHER-LED) TOUR \_\_\_\_\_

### PLEASE INDICATE YOUR TOP THREE CHOICES FOR DATES AND TIMES OF YOUR TOUR

(Monday through Friday, 9:30 am or 1pm, or as arranged with the Museum's School Tour Coordinator)

1st CHOICE: DATE \_\_\_\_\_ TIME \_\_\_\_\_

2nd CHOICE: DATE \_\_\_\_\_ TIME \_\_\_\_\_

3rd CHOICE: DATE \_\_\_\_\_ TIME \_\_\_\_\_

### PLEASE INDICATE WHICH GUIDED TOUR(S) AND/OR PROGRAM(S) YOU PREFER:

(Please note that certain combinations of tours may not be available due to museum gallery and classroom space as well as grade levels. The School Tours Coordinator will work with you to find the best options.)

_____	LIFE AS A CHEYENNE CHILD	GRADES PRE-K-1	(1 HR, 15 MIN.)
_____	CHEYENNE STORIES OF THE PLAINS	GRADES 2-5	(1.5 HRS)
_____	BUFFALO HARVEST	GRADES 2-5	(45 MIN to 1 HR)
_____	ST. VRAIN VALLEY HISTORY TOUR	GRADES 3-5	(1HR)
_____	WORKING TOGETHER ON THE FRONT RANGE	GRADES 3-5	(40 MIN)
_____	TAKE A CLOSER LOOK	GRADES 3-5	(40 MIN to 1 HR)
_____	CREATE YOUR COMMUNITY	GRADES 3-5	(40 MIN to 1 HR)
_____	SELF-GUIDED	GRADES: PRE-K-12	(1 HR AVG)

WHAT WILL THE STUDENTS STUDY PRIOR TO THEIR VISIT? \_\_\_\_\_

WILL YOU BE USING THE MUSEUM'S DISCOVERY KITS PRE OR POST VISIT? YES \_\_\_\_\_ NO \_\_\_\_\_

(Please make separate reservation for Discovery Kits by calling 303-651-8374)

DO YOU HAVE ANY STUDENTS WITH SPECIAL NEEDS? IF SO, PLEASE EXPLAIN, \_\_\_\_\_

ARE YOU ARRIVING BY CAR OR BY BUS? CAR \_\_\_\_\_ BUS \_\_\_\_\_

(Groups must arrive 10 minutes early)