

Scheduling Guidelines

The
Nelson-Atkins
Museum
of Art

Requesting a School Tour or Studio Workshop

Step 1 Please check testing dates, holidays, and bus availability before completing your request form.

Step 2 Submit a request form at least three weeks before your Museum visit. **If your requested dates are not available you will be contacted by email or phone within 5 business days.**

Step 3 Within *two weeks* of your request you will be mailed confirmation letter with your scheduled date and time.
Please review your confirmation as soon as it arrives.

Step 4 Prepare for your visit by reading the visit guidelines online at:

School Tours: nelson-atkins.org/edu/SchoolTours

Studio Workshops: nelson-atkins.org/edu/StudioWorkshops

School Tours

Days Tuesday, Wednesday, Thursday and Friday

Times 10:00, 11:15, 12:30, 1:15

Cost FREE

Chaperones One adult for every 10 students.

Group Size Please check the website for individual tour listings and group size specifications.

Note: School tours of Featured Exhibitions may only be offered on designated dates. Check individual tour listing.

Studio Workshops

Days Tuesday, Wednesday, Thursday and Friday

Times 10:00-11:30 a.m. or 12:30-2:00 p.m.

Cost \$6.50 per student

Chaperones One adult for every 10 students.

Group Size 15 student's minimum, 110 students maximum. When booking groups with less than 15 students, payment for 15 students is required.

Payment Please bring payment on the day of your workshop. Checks, purchase orders and institutional credit or debit cards are accepted.

Teacher-led Tours

Our docents are skilled at engaging students through interactive questioning strategies and we encourage you to schedule a docent-led tour. If you elect to do a teacher-led tour, please follow Steps 1-4 to request a tour.

Days Wednesday, Thursday and Friday

Times 10 a.m. – 2 p.m.

Chaperones One adult for every 10 students.

► Students are NOT allowed to tour independently. One adult must accompany every 10 students under the age of 18. Groups without sufficient adult supervision will not be admitted.

► Please **Note: If the Museum has reached the maximum attendance and your group has not been scheduled, your group may not be admitted.**