

## How to Schedule a Tour

Requests for school tours or visits must be submitted at least four weeks in advance for school groups visiting any of SAM's three locations: Seattle Art Museum Downtown, Seattle Asian Art Museum and the Olympic Sculpture Park.

### STEP 1: FILL OUT AN ONLINE REQUEST FORM

This form provides us with the necessary information to begin processing your request. It does not constitute a confirmed tour booking.

Tours must be scheduled **at least four weeks in advance** of your visit. Email, fax or phone requests are not accepted. **The museum cannot accommodate unscheduled groups.**

If you would like your group to stay in the museum and continue viewing exhibits after a guided program, please be sure to request a self-guided visit on your registration form. There is no additional fee for a self-guided visit on the same day as a guided program, and there is no time limit for self-guided visits.

### STEP 2: CONFIRMATION

Your confirmation letter (which is also an invoice), directions, parking instructions and any pre-visit materials—will be emailed to you after your tour has been booked. Your booking is not final until you receive this confirmation email. If we are unable to accommodate your group, you will be notified via phone or email. If you need to communicate with the museum, please contact the Tour Coordinator at 206.654.3123 or [schooltours@seattleartmuseum.org](mailto:schooltours@seattleartmuseum.org).

### STEP 3: PAYMENT

**Please do not send payment with your request.** Your confirmation letter contains an invoice and payment instructions. Payment must be received in advance of your tour. Payment must be made by cash, check (payable to Seattle Art Museum) or credit card (Visa, MasterCard, or American Express). **Purchase orders are not accepted.**

The fee for guided and self-guided programs is a flat rate per group (1–35 students) that includes students, teachers and chaperone admission. Fees are indicated on registration forms.

Schools with 40 percent or more of their students on a subsidized lunch program may apply for a **50-percent fee reduction for guided and self-guided visits** to one of SAM's three locations. **Partial bus reimbursement** is also available.

#### CANCELLATION AND REFUND POLICY

Cancellation requests must be made in writing no fewer than two weeks or ten working days in advance of your visit. Please email your request to [schooltours@seattleartmuseum.org](mailto:schooltours@seattleartmuseum.org). If a cancellation is made at least two weeks or ten working days before a tour date, a full refund will be granted or payment may be re-applied to any rescheduled tour. Payments made with credit card will be refunded directly to the same card. Refunds of checks or cash payments will be made by check from SAM to the party designated by the school. No refunds will be given if cancellation is made within two weeks or ten business days of the tour date.

#### STEP 4: PLAN YOUR VISIT

If you book a guided tour, a museum or park guide (docent) will contact you approximately one week before your tour to confirm your reservation and answer any questions you may have. Please avoid giving students assignments to complete during guided programs. These experiences are interactive and require dialogue between guides (docents) and students.

For resources to enhance your class's visit to the museum, visit the [Wycoff Teacher Resource Center](#) or explore SAM's [online collection](#), where you can find out what objects are on view and listen to audio guides for SAM's collections and special exhibitions directly from SAM's website.