



## Tour Request Form

Date \_\_\_\_\_

Tour Leader Name \_\_\_\_\_

School/Group Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Tour hours can be arranged: Tuesday-Friday 10 AM - 5PM and Sat 10 AM - 3 PM**

**Cost per person: \$2 (minimum of \$40 per tour)**

**Advance notice of one month needed to schedule tour**

**Students will tour Buffalo Arts Studio's facilities, individual artist's studios  
and exhibition space (if an exhibition is up during the scheduled tour)**

**Tours and discussions are catered to your group's needs**

List two possible dates/times for tour: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

Would you like a hands-on workshop along with tour?  Yes  No

Would you like to receive more information about workshops and prices?  Yes  No

All gallery programs are accessible to those with special needs.

Please indicate whether you or your students have any special needs: \_\_\_\_\_

Any additional information you would like to include in your request? \_\_\_\_\_

**Reservation confirmation and invoice will be sent to your email address  
to confirm the date, time and cost of your tour.**



## Workshop Request Form

Date \_\_\_\_\_

Group Leader Name \_\_\_\_\_

School/Group Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Workshops can be arranged before or after tour: Thursday, Friday and Saturday 10 AM - 3 PM**

**Advance notice of one month needed to schedule workshop**

**Workshops vary in price. Hour long workshops generally run \$100 and include instructor, lesson plan created for your specific group, materials, set-up and clean-up.**

**Cost will increase depending on length of workshop and materials used.**

Are you scheduling a workshop along with a tour?  Yes  No

List two possible dates/times for tour/workshop: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

What type of workshop are you interested in?

Drawing  Painting  Printmaking  Ceramic  Suggested  Other \_\_\_\_\_

Are your students working on a particular theme that you would like to tie into the lesson plan, for example, cubism or environmental issues? \_\_\_\_\_

Would you like to request a teacher? \_\_\_\_\_

All gallery programs are accessible to those with special needs.

Please indicate whether you or your students have any special needs: \_\_\_\_\_

Any additional information you would like to include in your request? \_\_\_\_\_

**Reservation confirmation and invoice will be sent to your email address to confirm the date, time and cost of your workshop. Payment is due day of workshop.**