



EVERSON MUSEUM OF ART

OUTREACH

Request Form

Contact Person:

Organization:

Address:

Phone (please provide the best number to reach you):

Email:

Group Size (minimum of 8 or a maximum of 15 participants): _____

Age of Group: _____

Additional Information (Are there any other details about your group or organization we should know?):

Tentative Day & Date of Outreach session: _____ Tentative Time: _____

Alternative Day, Date and Time: _____

Program type, please check: ___ Art Talk/Presentation ___ Art lesson/Activity ___ Both

Cost: *Art Talks and Visual Thinking Strategies presentations are free. Donations are appreciated.*

Art making presentations include a \$50.00 materials fee. Pre-payment is required prior to your scheduled session.

Scholarships are available on a need basis.

Would you like to be considered for a scholarship, please check: ___ Yes ___ No

Please explain why you would like to be considered for a scholarship:

Location or Room: _____

Parking: Does the facility have parking? _____

Equipment: The Everson will provide all supplies. Please provide tables, chairs, water and garbage can access.

Special Notes: Volunteers will need early access for set up.
Please email completed form to eversonoutreach@everson.org.

OFFICE USE ONLY:

Date request rcvd: _____ Information taken by: _____

Entered onto Docent Calendar: _____ Statistical data entered _____

Confirmation letter, INVOICE & feedback emailed to requestor & docents: _____

Docents Confirmed:
