



**YALE  
UNIVERSITY  
ART  
GALLERY**

Adult Group Tours  
Registration Brochure

# How to Register

Welcome to the Yale University Art Gallery. The following brochure has been created to help you in planning your group visit. We look forward to welcoming you.

Guided tours for adult groups are led by the Gallery's dedicated docent volunteers. Tours can be centered on a single collection area of your choice or can incorporate selections from various collections. Guided tours can also focus on a current special exhibition. Tour topics can be tailored to specific requests (please call the Gallery's Education Department at 203.436.8827 for details). For more information on the Gallery's current and upcoming special exhibitions, please visit our website at <http://artgallery.yale.edu>. All guided tours for adult groups are one hour long.

Guided Tours for Adult Groups may be scheduled Tuesday–Friday, 11:00 AM to 3:00 PM, based on availability.

PLEASE NOTE: Self-Guided Tours for Adult Groups may also be scheduled Tuesday–Saturday, 10:00 AM to 3:00 PM, and Sunday, 1:00 to 4:00 PM, based on availability. For more information on self-guided tours, please see page 3.

To register for an adult group tour, read *Information and Policies* (page 3) and complete the *Adult Group Registration Form* on page 4.

You must submit your completed form via our Web site four weeks prior to your requested tour date. Incomplete forms will be returned. If you would like a form e-mailed or mailed to you one can be provided. Contact [yuag.education@yale.edu](mailto:yuag.education@yale.edu) for more information.

Please allow two weeks for processing your registration form. After that time, you may check on the status of your registration by e-mailing us at [yuag.education@yale.edu](mailto:yuag.education@yale.edu).

Once your request has been processed, a confirmation letter will be mailed or e-mailed to you.

Please bring a copy of your confirmation letter and full payment (cash or check, payable to Yale University Art Gallery) on the day of your visit.

# Information and Policies

## **GROUP SIZE**

Group leaders may schedule a maximum of 30 adults per tour, per hour. A separate registration form must be completed for each requested visit. Groups will be divided into smaller groups of 15 within the galleries.

## **FEES AND PAYMENT**

Do not send payment with your tour request. An invoice will be sent with your confirmation letter. Please bring a copy of your confirmation letter and full payment (cash or check, payable to the Yale University Art Gallery) on the day of your visit.

### *Guided Tours for Adult Groups:*

\$75 per docent (15 adults per docent)

\$35 per docent for senior citizens (15 adults per docent)

## **SELF-GUIDED TOURS**

Group leaders may schedule a maximum of 30 adults for a self-guided visit at no charge. Groups must be divided into smaller groups of 15 within the galleries. Please complete the registration form on page 4. See page 2 for available days and times.

## **LUNCH**

The Gallery does not have a café, but there are a number of places to eat within easy walking distance of the Gallery. A good source of information is [infonewhaven.com](http://infonewhaven.com).

## **AUDIO GUIDES**

Audio guides of the Gallery's collections are available free of charge and are located at the front desk.

## **PICK-UP AND DROP-OFF**

The Gallery entrance is at 1111 Chapel Street (at York Street).

## **ACCESSIBILITY**

The Yale University Art Gallery is wheelchair accessible. Manual wheelchairs are available on request. Please e-mail [yuag.education@yale.edu](mailto:yuag.education@yale.edu) if you will need to enter through the wheelchair-accessible entrance, or with any other special-access needs you may have.

## **CANCELLATIONS AND CHANGES**

Please e-mail [yuag.education@yale.edu](mailto:yuag.education@yale.edu).

# Registration Form

To register your group, please complete the form below and return it at least four weeks prior to your requested tour date via mail, fax, or e-mail to:

Yale University Art Gallery Education Department  
Attn: Guided Tours  
P.O. BOX 208271  
New Haven, CT 06520-8271  
Fax: 203.436.1560  
E-mail: [yuag.education@yale.edu](mailto:yuag.education@yale.edu)

## PLEASE CHECK ONE:

Guided Tour for Adult Group

Self-Guided Tour for Adult Group

CONTACT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

GROUP NAME \_\_\_\_\_

GROUP ADDRESS \_\_\_\_\_

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

GROUP PHONE \_\_\_\_\_ GROUP FAX \_\_\_\_\_

HOME PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NUMBER OF ADULTS IN GROUP \_\_\_\_\_

TYPE OF GROUP \_\_\_\_\_

\_\_\_\_\_

## DATE AND TIME OF VISIT

Please list three preferred dates and start times in order of preference. Please see page 2 for days and times offered.

DATE \_\_\_\_\_ TIME \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

## COLLECTION AREAS

For Guided Tours for Adult Groups, please choose collection areas for your highlights tour from the following list. For Self-Guided Tours for Adult Groups, please indicate the collection areas you plan to tour.

African Art

American Decorative Arts

American Paintings and Sculpture

Ancient Art

Asian Art

Art of the Ancient Americas

European Art

Modern and Contemporary Art

Special Exhibition (please indicate): \_\_\_\_\_

If we cannot accommodate your request for a Guided Tour, do you wish to be scheduled for a Self-Guided Tour?

Yes

No