Group Tour Request

Tour Information:

Name of Group/Organization: ________________________________________________________________  
Day of Week:   Tues.   Wed.   Thurs.   Fri.   Sat.   Date: ________________________________  
Start Time: ________________________________ End Time: ________________________________  
Age Level of Group: __________  Grade Level (if applicable): ______________________  Number of People: __________  
Does anyone in the group have special needs?   YES   NO  If yes, please explain so we may better serve you:  

Does your group have a special interest or theme they are exploring at the TCA?   YES   NO  
If yes, please explain so we may better serve you:  

Will your group be attending a performance or special event the same day of the tour?   YES   NO  
If yes, what is the event: ________________________________ Event Start Time: __________ End Time: __________  

Contact Information:

Name: ______________________  Work Phone: ______________________  Cell/Home: ______________________  
Mailing Address: ________________________________  City/State/Zip: ________________________________  
Email: ________________________________  Website: ________________________________  
How did you hear about the TCA?  
Newspaper   TV   Magazine   Mailing   Email   Friend   Other:  

General Guidelines for tour groups:  
Children should be at least five years of age.  
Youth groups and classes must be accompanied by at least one adult for every 10 children.  
Groups may choose to bring sack lunches and sit in the art park, please inquire in advance.  
Docent-led group tours must be scheduled at least two weeks in advance.  
Self-guided group tours must be scheduled one week in advance.  
Walk-in docent-led tours from Noon-1 p.m. on Tuesdays.  
Performance tickets must be booked through TCA box office.  

Confirmation: Email and/or phone confirmation will be sent at least one week in advance of the scheduled tour. In some circumstances, your docent guide may be in touch to help plan your visit.  
Cancellations: Please call the TCA at 480-350-5679 at least 24 hours in advance for cancellations. Museum tours are dependent on volunteer docents that need to be alerted to cancellations or rescheduling.  
Directions: The TCA is centrally located in the heart of the Phoenix Metropolitan area at 700 W. Rio Salado Parkway- east of Priest Drive and Rio Salado Parkway on the south bank of Town Lake.  
Parking: Parking is available to the west of the facility. A spacious bus lane for drop-off is also located to the west of the building near the front entrance. Drivers are encouraged to drop off their group at the entrance and then park their vehicles in the west-side parking lot.  

The Gallery at TCA, 700 W. Rio Salado Parkway, Tempe, AZ 85281  
Phone: 480-350-5679     Fax: 480-350-2828