

## **Guide-Organized Group Tour Reservation Procedure Special Exhibition and Permanent Collection Private Tours**

Please follow this procedure when you as a guide organize your own adult groups and will be leading the tour. Group size is minimum of 10 and maximum of 20. **All groups of 10-20 participants must be scheduled as explained below.** School and university groups receive free gallery admission and tours.

If you want to bring 9 or fewer friends for a visit, you do not need to register the group with the Tour Request form. **For special exhibitions, participants will require a ticket.** As a Mia guide, you receive free entry. You will not receive tour credit for these small group visits.

To reserve a group tour:

Fill out the Tour Request [form](#) to reserve your tour at least one month in advance (recommended). The tour coordinator will check to see if the day(s) and time(s) you are requesting are available. As the volume of private tour requests varies, allow at least a week for your request to be reviewed and confirmed. For permanent collection tours, afternoons are preferred as we have many school groups in the mornings. **Special exhibition tours will be arranged only during predetermined times designated for these adult groups.**

### **Adult guide-organized special exhibition tour times:**

Tuesdays through Sundays - 2:30, 3:00, 3:30

On the Tour Request form, under "Request for Accommodation", explain that this is a guide-organized tour for which you are requesting a free tour and free entry to a special exhibition (when applicable). For groups where you deem it possible, we'd appreciate it if you would request a suggested donation of \$10 per person. Let us know and we will send you a link for that purpose.

All adult private tour groups meet in the General Mills upper lobby.

The tour coordinator will make sure you receive credit for all scheduled tours.

We hope you will enjoy bringing your friends and family for permanent collection and special exhibition tours.

**\*\*\*Please be respectful of museum visitors and your colleagues: do not bring in groups of 10 or more for unscheduled private tours.\*\*\***

Thank you for your understanding and cooperation!