



Thank you for your interest in the University Galleries. We look forward to visiting your class. If possible, please have your students wear nametags with their first names, only, in large letters. They are helpful in establishing rapport between our student Museum Educators and your students. Please notify us if you have changes.

**Please fill out the form below to request an outreach visit from the University Galleries. Email this completed form to [galleries@fau.edu](mailto:galleries@fau.edu) & [wfaulds@fau.edu](mailto:wfaulds@fau.edu).**

<b>Outreach Date:</b>	<b>Alternate Outreach Date:</b>
<b>Exhibition (if known):</b>	
<b>1<sup>st</sup> class start time:</b>	<b>1<sup>st</sup> class end time:</b>
<b>2<sup>nd</sup> class start time:</b>	<b>2<sup>nd</sup> class end time:</b>

(Note: We can visit up to two classes per day, if you would like to schedule more classes please fill out another form for another day to visit your other classes or call us for more assistance.)

<b>School Name:</b>	<b>Contact Person:</b>
<b>School Address:</b>	
<b>No. of students in each class:</b>	<b>Grade level(s):</b>
<b>Phone Number:</b>	<b>Best time to call:</b>
<b>Email:</b>	<b>Preferred: Email me      Call me</b>
<b>Special needs:</b>	

**Tell us:**

\_\_\_\_\_ My classroom has a projector that can hook up to a computer

\_\_\_\_\_ My classroom has speakers that can hook up to a computer

\_\_\_\_\_ My classroom computer can play a powerpoint presentation (we will bring the presentation on a cd/flashdrive to play on your computer)

\_\_\_\_\_ Yes! Please e-mail me a copy of your Palm Beach County School District approved lesson plan(s) for this grade level

**Please allow 3-5 business days for confirmation. For expedited booking, please e-mail this form to the addresses above and call 561.297.2661 to book your outreach.**