

PERMANENT EXHIBITION GROUP RESERVATION AND PROGRAM APPLICATION

APPLICATION PROCESS

Please read carefully, print neatly, and fill out all appropriate sections. Incomplete applications will result in delayed processing.

- 1 All applications are booked on a first-come, first-served basis.
- 1 All programs require a group reservation for the Permanent Exhibition *The Holocaust* and are subject to staff and space availability.
- 1 Please keep in mind that most groups take 1 1/2 to 2 hours to tour the exhibition.
- 1 Also, please note that because group reservations are accepted up to a year in advance, it is *strongly* recommended that you make your request as early as possible.
- 1 Confirmation as well as the teacher guide to the Permanent Exhibition will be sent four to six weeks from the date the request is received.

Completed applications may be sent to

Group Scheduling
 United States Holocaust Memorial Museum
 100 Raoul Wallenberg Place, SW
 Washington, DC 20024-2126

or faxed to (202) 488-2606

Questions? Call (202) 488-6198
 or go to group-visit@ushmm.org

HOW TO USE THIS FORM

- 1 Please complete Sections A and B.
- 1 If you already hold a group reservation for the Permanent Exhibition *The Holocaust* and would like to schedule an educational program, please complete Sections C and E.
- 1 If you need a group reservation for the Permanent Exhibition *The Holocaust*, please complete Section D. If you would also like to schedule an educational program in conjunction with that group visit, please complete Section E.
- 1 If you have been denied a group reservation but would still like to visit the Museum on a particular date and are interested in alternative programming, please complete Section F.

A SCHOOL/GROUP CONTACT INFORMATION

 School/group name

 Contact first name Contact last name

 School/group address

 City State Zip code

 Contact phone number Extension

 Contact fax number

 E-mail

B CHAPERONE REQUIREMENT CHART

Students	Adults	Students	Adults
1-7	1	36-42	6
8-14	2	43-49	7
15-21	3	50-56	8
22-28	4	57-63	9
29-35	5		

 Number of adults in group (1 adult:7 students)

 Number of students in group (high school age or younger)

C EDUCATIONAL PROGRAM REQUEST: Confirmed Group Visit Reservation

I have a confirmed group reservation for the Permanent Exhibition *The Holocaust* and would like to schedule an Educational Program.

 Confirmation number

 Date (mm/dd/yyyy)

 Time

Please indicate your choices for time and program in Section E.

D GROUP VISIT REQUEST

I have at least 11 people in my group and would like to schedule a group reservation for the Permanent Exhibition *The Holocaust*.

1st choice
 From _____ a.m./p.m. to _____ a.m./p.m. Date (mm/dd/yyyy) _____

2nd choice
 From _____ a.m./p.m. to _____ a.m./p.m. Date (mm/dd/yyyy) _____

3rd choice
 From _____ a.m./p.m. to _____ a.m./p.m. Date (mm/dd/yyyy) _____

E EDUCATIONAL PROGRAM REQUEST

(Please check the boxes for the program desired and the time desired.)

1st choice

What Makes This Building Talk? ☐ 10:15 a.m. ☐ 11:15 a.m.	OR	Organizing History: A Wrap-up ☐ 11:45 a.m. ☐ 12:15 p.m. ☐ 12:45 p.m. ☐ 1:15 p.m.
--	----	--

2nd choice

What Makes This Building Talk? ☐ 10:15 a.m. ☐ 11:15 a.m.	OR	Organizing History: A Wrap-up ☐ 11:45 a.m. ☐ 12:15 p.m. ☐ 12:45 p.m. ☐ 1:15 p.m.
--	----	--

3rd choice

What Makes This Building Talk? ☐ 10:15 a.m. ☐ 11:15 a.m.	OR	Organizing History: A Wrap-up ☐ 11:45 a.m. ☐ 12:15 p.m. ☐ 12:45 p.m. ☐ 1:15 p.m.
--	----	--

F ALTERNATIVE PROGRAMMING: Denied Group Visit Request

If I do not receive a group reservation for the Permanent Exhibition *The Holocaust*, I would like to schedule *Staging an Exhibition* on one of the following dates:

 1st Choice (mm/dd/yyyy)

 2nd Choice (mm/dd/yyyy)

 3rd Choice (mm/dd/yyyy)

FOR INTERNAL USE ONLY

PE#	DATE	TIME
-----	------	------

COMMENTS



Please open for
application form.



Permanent Exhibition *The Holocaust*—Group Reservation and Program Application

