GROUP TOUR REQUEST:

PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR REQUEST:

Due to extensive building renovations, The Juilliard School Admissions Office regretfully must limit group visits during the 2007-2008 academic year. We welcome inquires from groups which meet the following criteria:

- The group must be a maximum 30 persons (students and chaperones);
- The majority of tour participants have a specific interest in The Juilliard School or are seeking a post-secondary education in the performing arts (i.e. Dance, Drama, Classical Music, Jazz Studies); and
- Tour participants would be applying to college within the next 3 years.

We would encourage those groups not meeting the above criteria to attend one of Juilliard's 700 student or faculty recitals or concerts during their visit. Information on these performances can be obtained by visiting our Calendar of Events page, www.juilliard.edu.

Tours should be requested no **more than two months or less than 3 weeks** in advance of the preferred date. *Juilliard is only able to offer tours Monday – Friday between the hours of 9:30 AM and 4:00 PM.*

Tours are confirmed, via fax or email, at least nine business days prior to the tour.

Tours are offered free of charge.

Juilliard tour guides are current students whose first priority is to their studies. We do our best to accommodate all those interested in touring our facility, but it is often difficult to do so during peak performance and audition periods. If we are unsuccessful in securing a tour guide, you will be notified at least nine days prior to the tour via fax or email.

While school groups work with travel agencies for logistical purposes, Juilliard prefers to work with faculty members, program or school administrators, who will accompany the group.

Please allow extra travel time within the city limits and plan to arrive at least 15 minutes prior to the start of the tour.

Because our student guides often have class and rehearsal commitments that cannot be rescheduled, tour availability cannot be guaranteed 15 minutes past the scheduled start time of the tour.

PLEASE FILL IN AND SUBMIT THE FOLLOWING INFORMATION

Name of group/organization: _____

Name of group/organization contact (someone who will accompany the group): _____

Contact phone numbers (office and cell): _____ - _____ - _____ _____ - _____ - _____

Contact Email Address: _____@ _____

Contact address: _____ _____ _____ _____
ADDRESS CITY STATE ZIP

Requested day, date and time of tour: _____, ____ / ____ / ____ _____
DAY OF THE WEEK MM DD YY TIME

Age of students touring our facility *(please check)*: High School ☐ Sophomores ☐Juniors ☐Seniors

Program of Interest *(please check all that apply)*: ☐ Dance ☐Drama ☐Classical Music ☐Jazz Studies

Number of students going on the tour: _____ Number of adults/chaperones accompanying group: _____

Signing and submitting this request indicates that you have read the above tour regulations and are aware of and willing to comply with this process. Please email or fax this signed and completed request to Geoffrey Scott, Senior Assistant Director for Recruitment, gscott@juilliard.edu or 212.769.6420.

_____ _____
NAME (please print) TITLE

_____ _____
SIGNATURE DATE

SUBMISSION OF THIS REQUEST IS NOT A CONFIRMATION. A CONFIRMATION WILL BE SENT NO LESS THAN 9 DAYS PRIOR TO YOUR DESIRED TOUR DATE.