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| STAFF USE | |
| Reservation Made | Payment Received |
|  |  |

**Self-directed School Group Reservation Form**

To reserve tickets, please fill out the top portion of this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| School Name: | |  | | Teacher/Contact: | | |
| Address: | |  | | Email: | | |
| Telephone #: | |  | | Alt. telephone #: | | |
| **TICKET ORDER** | | | | | | |
| Tickets to ***Kehinde Wiley: A New Republic***for self-directed visits are available daily, June 11, 2016 – September 5, 2016. This is not a timed exhibition, however, we will book your group for a specific time based on ticket/gallery availability. Please choose the date **and** time you would like to come. Student group tickets are $10 each. Minimum of 10 students, maximum of 50 students total per group. We offer one complimentary chaperone ticket per 10 students; additional chaperones will pay the $10 rate. Again, reservations are subject to ticket availability. If your chosen time is not available, we will contact you with alternate times. **Members receive free admission but must be counted in total number of students/chaperones. Membership names and numbers are required upon reservation.**  *Sketching (non-colored pencils only) and non-flash photography is allowed in the exhibition galleries.* | | | | | | |
| Date: | Time: | | # Students: | | Grade level (s): | # Chaperones: |
| **(VMFA will comp 1 chaperone per 10 students)** | | | | | | |

Return entire form to: [tourservices@vmfa.museum](mailto:tourservices@vmfa.museum)

*Invoice will be completed by staff after reservations are confirmed.*

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| **INVOICE** | | | **Date of invoice:** | | |
| **EXHIBITION:**  *Kehinde Wiley: A New Republic* | | | **DATE:** | | |
| **TIME:** | | |
| # STUDENTS  @ $10.00 | # STUDENT  MEMBERS @ $0 | # ADULT MEMBERS @ $0 | # CHAPERONES  @ $0 | # CHAPERONES @ $10.00 | **AMOUNT DUE:** |
|  |  |  |  |  |  |
| **PAYMENT DUE DATE:** | | | | |  |
| **Payment must be received no less than TWO WEEKS prior to the date of your tickets.** Due to the high number of group reservations for this exhibition, you may not be contacted to remind you that your reservation will expire. Please be sure that full payment is received before the due date, otherwise we cannot guarantee your tickets. Additional tickets may be added after the due date, dependent on availability. **Once payment is received, tickets are non-refundable.** Payments may be made by phone with a credit card or by mail with a check made out to VMFA. 804.340.1419. | | | | | |

FOR MORE INFORMATION ON YOUR VISIT, INCLUDING BUS PARKING AND GALLERY GUIDELINES, VISIT OUR WEBSITE: <http://vmfa.museum/tours/students/>