



The Great Bend Museum

1 Wall St, Ravenswood WV 26164

304-273-1999 | museum@cityofravenswood.com

GROUP VISIT FORM

Group Information

School/Organization Information

School/Organization Name: _____

Address: _____

City, State, Zip: _____

School/Organization Phone Number: _____

School Type (please circle): public / private / homeschool / other:

Non-school group type: _____

Contact Information

Please list the primary contact for the visit. We will contact the person named below with any questions or concerns about the visit request and to confirm the appointment. The person listed will be the group leader on the day of the visit.

Name: _____

Cell Phone Number: _____

Email Address: _____

Group Type

Grade(s) (please circle): Pre-K K 1 2 3 4 5 6

7 8 9 10 11 12 Other

First time at the Great Bend Museum? Yes / No

Are there any disabilities we need to accommodate? Yes / No

If yes, please elaborate: _____

Please note that due to the buildings' age, accessibility at The Great Bend Museum and the Sayre Log Cabin is somewhat limited for wheelchair users and others with mobility difficulties. To receive more information about accessibility or to request assistance, please provide as much information about your group as possible.

Group Size

Due to space limitations in our buildings, school groups containing children under 18 are capped at 15 people each for the Museum and the Sayre Log Cabin (30 total). If your group contains more than 30 people, we recommend sending the rest to explore the park and/or eat lunch. We will rotate each group at a regular interval.

We require at least 1 chaperone for every 5 students.

Number of Students: _____

Number of Chaperones: _____

Visit Location(s)

- The Great Bend Museum
- The Sayre Log Cabin
- Washington's Riverfront Park

Visit Type

Given the greater time and resource commitment required of group visits, a variable group fee will be implemented for any groups over 10 people.

- Unguided (\$2 per person)
- Guided (\$5 per person)
- Guided with Craft Activity (\$7 per person)

Visit Information

Visit Topic Request

- General Overview
- Native Americans
- Pioneer Life
- Wars
- Local Businesses
- Farming
- Other: _____
- Important Local People
- Life on the Ohio River
- Kaiser Aluminum and the 1900s
- What Is Historic Preservation?

Curriculum Connections

Please tell us about any relevant themes and skills that your students are exploring in school. While we cannot fully customize guided visits, we will try to incorporate this information into our gallery teaching.

Date and Time Information

The museum is open to group visits Tues-Sat from 9-6, with at least a 48-hour notice. Please provide 2 available dates and times (arrival to departure) for us to schedule. Do not consider your visit booked until you receive a confirmation email from the Museum.

1st Date: _____ 1st Time: _____-_____

2nd Date: _____ 2nd Time: _____-_____

Additional Information

Please tell us anything else we should know about your requested visit, such as flexibility in date or arrival time, information about your group's size or multiple group visit requests, or other key information.

RULES AND PROCEDURES TO KNOW BEFORE YOU VISIT

Chaperones are expected to monitor all group members to make sure they are following these rules. Repeated or egregious offenses may result in temporary or permanent banishment.

Chaperones are not expected to know about everything in the museum. Please feel free to ask Museum staff and volunteers questions if you don't know the answer.

BEHAVIOR

- No touching.
 - If students want to handle museum objects, we provide a selection of safe "touchables" for them to explore.
- No food or drink inside the museum and log cabin.
 - Covered/sealed packages may be permitted.
- No running in the museum.
- Upstairs areas are off-limits to visitors.
- No firearms, lighters, or other hazardous items may be brought inside the museum.
 - It's sad that we have to say this.

PHOTOGRAPHY

- Photos are allowed, without flash.
- Video is prohibited.
- Please tag the Great Bend Museum in any posts you make from your visit.
- The Museum plans to publish group visit photos to its Facebook page in a timely manner after the visit. **If any individuals' likenesses may NOT be published for privacy reasons, please notify Faith Walker, Museum Director ASAP.**