SCHOMBURG CENTER
FOR RESEARCH IN BLACK CULTURE
The New York Public Library
515 MALCOLM X BOULEVARD | NEW YORK, NY 10037

Telephone: 212-491-2260 Fax: 212-491-6760 e-mail: schomburgtours@nypl.org

# TOUR REQUEST FORM

_____
Name of Organization/School/Group

_____ (_____) _____ _____ (_____) _____ _____
Contact Name Primary Contact Number Secondary Contact Number

(_____) _____ _____ (_____) _____ _____ _____
Mobile Number Fax Number Email Address

_____
Mailing Address

_____ _____ _____
City State Zip Code

Brief Description of Organization/School/Group

_____

_____

_____

Type of Tour (Check one):
Self-Guided Tour: _____ Guided Tour (Min. of 15 and Max. of 30 people): _____
Tour Date: _____/_____/_____ Time: _____
Alternate Tour Date: _____/_____/_____ Time: _____
Number of People _____
Age Range: 10 and under (Self-Guided Only) _____ 10 to 12 _____ 13 to 17 _____
College _____ Adult _____ Senior Citizen _____

_____ _____/_____/_____
Signature Date

Terms of the Schomburg Tours:
1. Guided Tours requests must be made 30 days in advance
2. There is no guarantee of a Guided Tour if your group is more than 30 minutes late

Confirmation: You will receive a form within 7 days (business days) if your tour has been confirmed!

SEND THE COMPLETED FORM TO THE EMAIL OF FAX NUMBER LISTED ABOVE

FOR SCHOMBURG STAFF ONLY

Tour Request Received: _____/_____/_____ GUIDED TOUR: _____ SELF-GUIDED: _____
Tour Received Via Fax _____ Email _____ Telephone _____