



# The Money Museum Guided Tour Request Form

Guided tours are only offered to educational groups (schools, home school groups, college classes, extracurricular groups, ect.) on a first come, first served basis.

Please complete and send this form **at least 15 business days in advance of your requested tour date** to [kcmoneymuseum@kc.frb.org](mailto:kcmoneymuseum@kc.frb.org)

Money Museum staff will either confirm your request or contact you with alternative dates/times within one business week of receiving your request.

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## 1. Contact Information

Contact Name (REQUIRED)

Email (REQUIRED)

Phone Number (REQUIRED)

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## 2. Tour Information

Name of Group (REQUIRED)

Grade Level or Type of Group (REQUIRED)

Group Size (REQUIRED)

*The minimum number of participants is 12 and the maximum is 60 including chaperons.*

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## 3. Reservation Day and Time

**Tours are only offered on Tuesdays, Wednesdays and Thursday. Please pick a 1-hour time between 9:30 am and 12:00 pm, or from 1:00 pm and 2:30 pm.**

This hour reservation does **NOT** include time to arrive, enter the building and go through security. Please add on an additional 15 minutes to your personal schedule to accommodate arrival and departure time.

First Date (REQUIRED)

Hour Preference (REQUIRED)

Second Date (REQUIRED)

Hour Preference (REQUIRED)

Third Date (REQUIRED)

Hour Preference (REQUIRED)

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## 4. Accommodation

If guests in your group require special accommodations, please describe those needs.