



## El Paso Museum of Archaeology Guided Tour Request Form

Thank you for choosing the El Paso Museum of Archaeology for your educational fieldtrip! Please provide us with the information below to schedule your tour.

Name of Organization/School: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Planning to Visit Museum: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

How much time are you planning to spend at the museum? \_\_\_\_\_

Number of Children: \_\_\_\_\_ Age of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Is there a specific topic you would like for us to focus on? (If any): \_\_\_\_\_

\_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

Once we receive this information we will check for availability for the requested date. Keep in mind that we might ask you to change the date or time of your tour if the museum has another tour or event at that time.

Due to the space limitations of the museum, we might also ask you to split your group between docents depending on the size. For groups larger than 40, we recommend scheduling a visit to the Border Patrol Museum so we can rotate between both museums.

### Tour Cancellation

If you wish to cancel or reschedule a tour, please make sure to let us know at least one day prior to the tour. Our docents are not fulltime staff and only come in when scheduled. We need to let me know ahead of time. Please also notify the museum if your group is running late.

Please email this form to [barrazaim@elpasotexas.gov](mailto:barrazaim@elpasotexas.gov)

**We look forward to your visit!**