

PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR REQUEST:

Due to the difficulties in moving large groups through an active building, and limited availability of student tour guides, The Juilliard School Office of Admissions regretfully must limit group visits during the academic year.

Tours are offered free of charge.

We welcome inquiries from groups which meet the following criteria:

- The majority of tour participants has a specific interest in The Juilliard School or is seeking a post-secondary education in the performing arts (i.e. Dance, Drama, Classical Music, Jazz Studies).
- The majority of tour participants will be applying to college within the next 3 years;
- The group must be a **maximum 30 persons** (including students and chaperones); and
- The majority of tour participants has a specific interest in The Juilliard School or is seeking a post-secondary education in the performing arts (i.e. Dance, Drama, Classical Music, Jazz Studies).

We encourage those groups not meeting the above criteria to attend one of Juilliard's 700 student or faculty recitals or concerts during their visit. Information on these performances can be obtained by visiting our Calendar of Events Web page.

- While school groups work with travel agencies for logistical purposes, Juilliard prefers to work with faculty members, program or school administrators, who will accompany the group. If the contact would like to include an e-mail address for a tour company to be copied on correspondence they may do so below.
- Juilliard is only able to offer tours **Monday – Friday** between the hours of **10 a.m. and 4 p.m.**
- Request should be submitted no less than 3 weeks and no more than 2 months in advance of the preferred date.
- We do our best to accommodate all those interested in touring our facility, but it is often difficult to do so during peak performance and audition periods.
- You will receive a response to your request for a tour, via e-mail, at least 9 business days prior to the tour.
- Please allow extra travel time within the city limits and plan to arrive 15 minutes prior to the start of the tour.
- Juilliard tour guides are current students whose first priority is to their studies. Due to the extensive class and rehearsal commitments of our student guides, tour availability cannot be guaranteed 15 minutes past the scheduled start time of the requested tour.

PLEASE FILL IN AND SUBMIT THE FOLLOWING INFORMATION

Name of group/organization: _____

Name of group/organization contact (someone who will accompany the group): _____

Contact phone numbers (office): _____ - _____ - _____ (cell): _____ - _____ - _____

Contact e-mail address: _____

Optional "cc" e-mail address: _____

Contact address: _____
ADDRESS CITY STATE ZIP

Requested day, date and time of tour: _____, _____ / _____ / _____
DAY OF THE WEEK (M-F) MM DD YY TIME (10 a.m. – 4 p.m.)

Age of students touring our facility (please check): High School 10th grade 11th grade 12th grade

Program of Interest (please check all that apply): Dance Drama Classical Music Jazz Studies

Number of students going on the tour: _____ Number of adults/chaperones accompanying group: _____
(Reminder: the maximum number that can be accommodated is 30 (students and chaperones combined))

Submitting this request indicates that you have read the above tour regulations and are aware of and willing to comply with this process. Please e-mail or fax this completed request to Colby Carson, Assistant Director for Recruitment, ccarson@juilliard.edu or 212.769.6420.

NAME _____

TITLE _____

DATE _____

SUBMISSION OF THIS REQUEST IS NOT A CONFIRMATION. A CONFIRMATION WILL BE SENT NO LESS THAN 9 DAYS PRIOR TO YOUR DESIRED TOUR DATE.