

THE MENIL COLLECTION
Class Visit Appointment Request Form

First name: _____ Last name: _____
School: _____ Title: _____
Email: _____ Phone number: _____
Address: _____ City: _____
State: _____ Zip code: _____

Course title: _____ Course #: _____
If applicable.

Topic of study:

Total number of expected visitors:

Please be advised that we cannot always accommodate groups larger than 10.

Proposed dates and times for your visit. *Appointments are available Monday through Friday, 10 a.m. – noon and 1 – 3 p.m.*

First preference:

Second preference:

Which works would you like to view during your visit?

Consult the [online collection](#) and list up to 15 works below by accession number. Please note that the online collection represents only a portion of the complete collection. Alternatively, or additionally, you may list artists, periods, subjects, or techniques of interest.

Additional comments or questions:

Please share any additional information about your goals for this visit so we can best prepare to welcome your class.

Three weeks' advance notice is required for all appointments. All requests are subject to approval and availability. Please submit your completed form to academicoutreach@menil.org. A Menil staff member will respond via email with confirmation of the date and time of your appointment and the availability of the work(s) requested. A record of your request and visit will be retained in the object files. Access to the Menil Collection Library and Archives require separate appointments.