



# Friends of the Kennedy Center Tour Program

## Guidelines for Requesting a Group Tour


[No fewer than 20, no more than 60]

**Regular Tour Hours: Monday-Friday: 10 am-5 pm Saturday and Sunday: 10 am-1 pm**

Group tours are provided by the Friends of the Kennedy Center Tour Guides and can be scheduled weekdays 10 am to 4:00 pm; weekends 10 am-12:30 pm. Based on availability, tours are scheduled every half hour.

If your group tour does not fit into the categories listed below [for example, if your party is larger than 60] or if you have any questions, please call the Kennedy Center Visitors Center at 202-416-8340.

Submit the completed request form below by email to the Friends of the Kennedy Center Tours page at [tourskc@kennedy-center.org](mailto:tourskc@kennedy-center.org) . **Group Tour** confirmations take between 3 and 5 business days. Once your Group Tour is confirmed, we will email you a **GROUP TOUR CONFIRMATION FORM**.

Today's Date:		Contact:		
Phone:		Name of Group:		
Type of Group (school, seniors, religious groups, etc):				
Special language skills needed, if any (list language):				
Date of tour:				
Check Time [Designate if the date is a weekend]:				
Weekdays: 10 am to 4:00 pm; Weekends 10 am-12:30 pm.				
10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm
12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm
3:00 pm	3:30 pm	4:00 pm		
How many in group: (No fewer than 20, no more than 60)				
Tour booked by Group Sales?		Yes?	No?	
Special request for specific tour guide?				
Accessibility: (Please check all that apply)				
	<input type="checkbox"/> Wheelchair Access	<input type="checkbox"/> Easy Access (no steps)		
	<input type="checkbox"/> Assistive Listening Device**	<input type="checkbox"/> Sign Language Interpretation**		

Touch Tour/Audio Description\*\*

Other (please specify):

*\*\*Requests for Touch Tours, Sign Language Interpretation Tours, and tours with Assistive Listening Devices must be received two weeks in advance of your desired tour date. See Access Tours on Visit/Guided Tours page for ACCESS tour booking form.*

Please type in gray areas. Boxes will expand with the text.