



Guided Group Tour

FAQ

Who will be leading the visit? A trained and background-checked Gallery Guide will lead and stay with their assigned group for the duration of the visit.

What can we expect from the Gallery Guide? Gallery Guides can foster dialogue about the artworks on view, while providing answers to questions and further developing student observations.

Can children under the age of 18 go on a Guided Group Tour? Yes, but chaperones must be present during the tour. Oklahoma Contemporary has a strict 1:10 chaperone policy for Guided Group Tours with children under the age of 17.

Who can request a Guided Group Tour? Oklahoma Contemporary welcomes all groups to participate in Guided Group Tours within stated policies. Discounted rates are offered to qualifying groups listed on the Guided Group Tours webpage.

How many people can attend a Guided Group Tour? Up to 30 participants. The minimum is two participants.

How do I request a Guided Group Tour? Requests are made on Oklahoma Contemporary's website on the *Tours* page, under *Request a Guided Group Tour*. All requests must be submitted **at least three weeks** prior to your desired visit date. After completing your request, the Coordinator of Tour and School Programs will contact you via email within five business days to confirm your visit's date and provide you with additional information.

When are Guided Group Tours available?

Wednesdays - Saturdays | 1 p.m. - 5 p.m. (unless it is a holiday or otherwise noted)

Sundays - Tuesdays | Unavailable

Where do we go when we arrive and who will greet us? When you arrive, we ask that your group convene in the main lobby. A Gallery Guide or Education department staff member will provide a short welcome and your tour will begin. If you are running late, please call 405.951.000 and let a staff member know your estimated time of arrival.

How long does a tour last? Tours last approximately 60 minutes. Please arrive five minutes early.

How much does it cost?

Standard Costs

- Groups 10 or less | \$60
- Groups 11-20 | \$120
- Groups 21-30 | \$180

Discounted Costs

Discount available for veterans, ages 65+, university/college students, nonprofit organizations and certified educators.

- Groups 10 or less | \$50
- Groups 11-20 | \$100
- Groups 21-30 | \$150

How should I prepare my attendees for their visit? We recommend your group reviews our *Visitor Guidelines*, located on the website under *Discover*.

Where do I find information about exhibitions? Information is provided about current, upcoming, recent and past exhibitions in the *Exhibitions* section of the website.

What can I bring into the gallery? Personal bags are allowed in the galleries, but backpacks, umbrellas, beverages and larger bags are prohibited. We have a coat rack and cubbies for guest usage as well. Please let your Gallery Guide know if you need to store your personal belongings.

What if someone is being disruptive during the tour? In the event of disruptive behavior, the Gallery Guide will ask the participant to be respectful of the group's experience. If the disruption continues, a Visitor Experience staff member will assist. A guide has the right to end a tour at any point if a group's behavior is considered to be dangerous to the art or other staff or visitors in the gallery.

Who do I contact if I have more questions? We are here to help! For additional questions, contact the Coordinator of Tour and School Programs at tours@okcontemp.org or (405)951-000.

Policies

COVID-19 Safety

Out of an abundance of caution and in solidarity with local medical professionals, we are requiring all visitors, staff, students and vendors to wear masks during the Omicron surge. Oklahoma Contemporary staff will provide instruction on and enforce social distancing measures as indicated by the CDC.

All staff are required to wear masks. If you have concerns about hearing your guide, please alert us and we will provide a voice amplifier. Participants who do not follow the instructions provided may be asked to leave the tour without a refund.

Cancellation

Oklahoma Contemporary reserves the right to cancel any tour. In the circumstance that a tour is canceled due to Oklahoma Contemporary's cancellation or closure, a full refund (100 percent) will automatically be issued to the original form of payment.

Refund

If a refund is requested at least 10 business days prior to the tour date, a full refund (100 percent) will be issued to the original form of payment. No refund (0 percent) will be issued if a refund request is made within 10 business days before the tour date. Tours ineligible for a refund may

request an acknowledgement of a tax-deductible contribution in the amount of the unused payment. Please send all refund requests to tours@okcontemp.org. Oklahoma Contemporary will not accept refund requests over the phone.

Rescheduling

Every effort will be made by Oklahoma Contemporary to reschedule your tour if requested at least 10 business days before the scheduled tour day. All rescheduling requests must be emailed to tours@okcontemp.org.

Chaperones

Oklahoma Contemporary has a strict 1:10 chaperone policy for Guided Group Tours with children under the age of 17. To clarify, for every 10 minors attending, one adult representative over the age of 18 must be present and engaged in the tour. Oklahoma Contemporary staff is not responsible for unruly or misbehaving minors.