



# MATTER AT HAND: REQUEST A VISIT

Please complete this form, and mail it to:

*Matter at Hand*  
Education Department  
Albright-Knox Art Gallery  
1285 Elmwood Avenue  
Buffalo, New York 14222-1096

Organization Name \_\_\_\_\_

Type of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Number in Group (limit 10) \_\_\_\_\_ Age Range \_\_\_\_\_

Brief description of your group. Please include relevant information regarding any special needs including cognitive, physical, emotional, or behavioral difficulties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State which aspects of the treatment plan or curriculum you would like reinforced through a museum visit (for example, feelings identification, elements of art, survey of art history, recreation, socialization, sensory awareness, sensory integration, language skill development, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Persons in Wheelchairs \_\_\_\_\_ Number of Persons Needing Wheelchairs \_\_\_\_\_

Desired Date/Time

- Tuesday
- Wednesday
- Thursday
- Friday
- Morning
- Afternoon

## Experience in Art

Information regarding your students'/group's experience with art, art materials, and artmaking is important for planning a rewarding and relevant visit to the Gallery.

Please answer the questions below to assist us with the planning process.

Art materials or projects your group has experience with:

- |                                   |                                   |                                   |                               |                               |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> Paint       | <input type="radio"/> Clay        | <input type="radio"/> Sculpture   | <input type="radio"/> Drawing | <input type="radio"/> Puppets |
| <input type="radio"/> Mask Making | <input type="radio"/> Photography | <input type="radio"/> Printmaking | <input type="radio"/> Other   |                               |

Art Materials or projects your group is interested in:

- |                                   |                                   |                                   |                               |                               |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------------|-------------------------------|
| <input type="radio"/> Paint       | <input type="radio"/> Clay        | <input type="radio"/> Sculpture   | <input type="radio"/> Drawing | <input type="radio"/> Puppets |
| <input type="radio"/> Mask Making | <input type="radio"/> Photography | <input type="radio"/> Printmaking | <input type="radio"/> Other   |                               |

How familiar is your group in recognizing the elements of art (i.e. shape, line, color, texture, etc.)?

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Would you like to concentrate on any of these elements of art, and if so, which ones?

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Is there artwork that the group is interested in viewing / learning about (for example, sculpture, painting, a specific artist, a subject matter such as, portraits, landscape, abstract art, artwork about feelings, etc.)?

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If you have scheduled a series of visits, would you like to explore multiple topic areas?

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State your group's ability to use certain materials (for example, scissors, paintbrushes, markers) OR any materials to avoid?

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