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**INFORMATION ABOUT EDUCATIONAL WORKSHOP**

**Workshop Bookings**

* Booking requests must be made **at least 5 weeks prior to visit**.
* All workshops require a **minimum of 20 and a maximum of 40 participants** per workshop.
* **The workshop can be conducted for less than 20 participants. However, please note that a charge based on 20 participants will be imposed.**
* Workshop charges are inclusive of materials.
* **Please arrive 15 minutes before** the time of your workshop as it will be conducted based on schedule and not on arrival.

**Deadlines and Fees**

* **Cancellations and changes** to bookings must be made at least **7 working days** before date of visit.
* For cancellations and changes made with less than 3 working days’ notice, **50% of the total payment** will be levied.
* **Total payment** will be levied for changes, cancellations or “no-show” on the day of workshop.
* **Payment modes**

1. Cash, payable upon arrival.
2. Cheque, payable to “Singapore Art Museum” with your name and contact number.
3. E-invoice. Please indicate your school’s Sub-Bu Code after we acknowledge and confirm your workshop booking.

Contingency plan in case of late arrival:

In the case of late arrivals, SAM reserves the right to shorten parts of the workshop so that workshops can end on time due to venue booking constraints. If a group arrives very late, the workshop may be cancelled altogether. Please note that full payment will still have to be made.

**Museum Etiquette**

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| 5 things to take note of | 5 things to do |

**Other Notes for Teachers**

* Teachers or accompanying adults should be with the students at all times to maintain discipline and keep noise levels conducive to all visitors for their enjoyment of the artworks.
* The school will be held responsible for any misconduct and damages incurred during their visit to the museum, with the possibility of forgoing their guided tour privileges for the rest of the year.

**EDUCATIONAL WORKSHOP BOOKING FORM**

* Email this form and the questionnaire to [**education@singaporeartmuseum.sg**](mailto:education@singaporeartmuseum.sg)**.**

Your email subject should include “Educational Workshop booking” and your school name.

* **All educational workshops are confirmed only upon email notification from SAM**.

***I have read and understood all the terms and conditions stated in the Educational Workshops information sheet.***

**\*IMPORTANT: Please notify all teachers accompanying the students on the day of the visit of the guidelines and etiquette stated above.**

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| --- | --- |
| Name of Teacher: | Email:  Sign up for SAM’s Education EDM [**HERE**](http://eepurl.com/dwQgoz). |
| Office Tel: | Mobile No: |
| School Name: | School Tel: |
| Payment Mode (select one):  Cash upon arrival  Cheque made payable to “Singapore Art Museum”  E-invoice. School’s Sub-Bu Code: | |

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| Which exhibition would you like the workshop to be based on?  ***The SAM Learning Gallery* (on-going)**  National Gallery Singapore (available on **Tuesdays** and **Thursday**s only)  **Singapore Biennale 2019: *Every Step in the Right Direction*** (22 November 2019 – 22 March 2020)   Gillman Barracks  *Not available on Mondays and Public Holidays*  National Gallery Singapore  *Not available on Public Holidays*  For more information about the current exhibitions, visit <https://www.singaporeartmuseum.sg/art-events#exhibitions>. | |
| Which educational workshop would you like to make a booking for? | |
| **Preschool Workshops (3 - 6 years)**  Amazing Art Hunt   conducted by *Amazing Art Shuttle* $15/ pax – before GST  Discover Contemporary Art  conducted by *ArtBeatz* $20/ pax – before GST  Little Artists   conducted by *Art Loft*  $15/ pax – before GST | **Primary School Workshops (7 - 12 years)**  Amazing Art Explorer  conducted by *Amazing Art Shuttle* $20/ pax – before GST  Contemporary Art Fun  conducted by *ArtBeatz* $25/ pax – before GST  Junior Artists  conducted by *Art Loft*  $20/ pax – before GST |

|  |  |  |
| --- | --- | --- |
| Date of Visit: | Time of Visit:  *Please arrive 10 – 15 minutes earlier to register your visit.*    10:30 am - *Only for workshops held in National Gallery Singapore*    2:30 pm | |
| Please indicate the number of students per level/age group: | | |
| Nursery 1:        (Pax)  Nursery 2:        (Pax)  Kindergarten 1:       (Pax)  Kindergarten 2:       (Pax) | Primary 1:      (Pax)  Primary 2:      (Pax)  Primary 3:      (Pax)  Primary 4:       (Pax)  Primary 5:      (Pax)  Primary 6:      (Pax)    Clubs e.g. Art Club Age:       Pax: | International Schools (in Singapore) Age:       Pax:  Foreign School  Age:      Pax:           Charity   Age:       Pax: |
| Names of Accompanying Teachers & their Mobile Nos:    (This is needed for coordination should the school group encounter problems en route to, or while, at SAM.  If needed, please contact **SAM Education at 6697 9776**) | | |

***\*Do note of the drop-off/ pick-up location for buses:  
  
Gillman Barracks***

***–*** *Car Park A, in front of Block 9, Lock Road.*  ***National Gallery Singapore  
–*** *Padang Atrium entrance, on St Andrew’s Road.*

***Please complete the next page as well***

**QUESTIONNAIRE FOR SCHOOL**

**Has the school brought students to SAM before?**

Yes, for:   
Educational Workshop Gallery Session Guided Visit Self-directed Visit

No

**Why did your school decide to bring your students to SAM? (Please select all that apply)**

Excursion

Art Club excursion   
 (Other CCAs, please specify:Click or tap here to enter text.)

For my students to familiarize themselves with SAM and learn museum-going etiquette

To support classroom learning about art

To enjoy and learn more about contemporary art through SAM’s exhibitions

Inter-disciplinary learning: learning another subject through art   
 (Subject/ topic:Click or tap here to enter text.)

Others   
 (please specify:Click or tap here to enter text.)

**Will teachers be using any teaching materials during the visit?**

Yes, my own teaching materials Yes, materials from SAM No

|  |
| --- |
| Please tell us more about your students: |
| Click or tap here to enter text. |

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| If there are special needs student(s), please let us know:  - number of special needs student  - diagnosis  - any special concerns we should take note of |
| Click or tap here to enter text. |

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