



## **SmART Museum Tours**

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### **Communication is Key!**

When arranging an appointment at premier museum, details are so very important. It can be easy to get lost in the crowd especially during a special exhibition or opening.

Once you and your tour organizer have decided on a location as well as a summary of who, what, where and when...we can all rest assured that our time together will be most enjoyable and most importantly...stress free.

#### **1. Location**

- a. Address (GPS coordinates if necessary)
- b. Time of reservation \_\_\_\_\_
- c. Parking details (if necessary)

#### **2. Primary focus of museum tour reservation**

- a. Additional interests

#### **3. Break time or summary remarks \_\_\_\_\_**

#### **4. Contact information in case of emergency**