

website —and submit it via email to our [Education Department](#).

- o Requests are not considered completed until you receive a visit confirmation email from our Education Department.
 - o Faculty members from any college or university that would like to collaborate with RMA for more involved assignment -based experiences or special events should contact [David Matteson, Associate Curator of Education](#), to discuss the logistics of the proposed project prior to submitting a request.
- x Please submit requests within the timeframes listed below. Exceptions cannot be made, as planning class visits requires a great deal of coordination:
- o Self-guided class visits require a **minimum of two weeks' notice.**
 - o Facilitated class visits (led by RMA staff) for an **exhibition tour** require a **minimum of three weeks' notice.**
 - o Facilitated class visits (led by RMA staff) for **customized collection pulls** require a **minimum of 4 weeks' notice.**
- x Make sure to visit our **Exhibitions** page to see what is on view each semester. If selecting a customized visit with customized artworks pulled from our collection, please understand that not all works featured on our **Collections** page will be