ART TRUCK REQUEST FORM

IMPORTANT: Because the Art Truck is a free program, and our calendar fills up quickly, visits should be booked at least two weeks in advance. Please call if you cannot meet this requirement. UMOCA will contact you upon receipt of your request form to confirm the availability of your preferred date and discuss scheduling and logistics. A visit is only guaranteed once confirmed in writing by UMOCA.

Please return this form to Erin Hartley at erin.hartley@utahmoca.org or fax it to 801-322-4323.

What is the Art Truck?

The UMOCA Art Truck is a mobile museum that brings exciting and accessible contemporary art, created by leading local and national artists, directly to schools and community events across the state. Each on-site visit includes the expertise of a trained museum educator who leads students through a meaningful exploration of the exhibit. Teachers are provided with a guide containing structured lesson plans to supplement their tour and incorporate the Art Truck more deeply into their curriculum.

What does an Art Truck visit look like?

An Art Truck educator will engage students in a 45-minute lesson, which includes a guided discussion of the artwork as well as hands-on art and writing activities.

We can comfortably accommodate a maximum of 20-25 students at one time. Because space within the truck is limited, we ask that teachers with more than 25 students in a class split their classes between two time slots or work with another teacher to send their extra students with a smaller class. If this presents a challenge, please contact us so we can advise the best way to accommodate your group.

Please coordinate with your school staff and spread the word that the Art Truck is coming!

- Use the provided Sample Schedule as a reference to create a schedule that works for your school.
- Have each teacher sign up for a designated time to bring their students. Please include each teacher’s email address so we can send a post-visit evaluation.
- Return this schedule to UMOCA when it is complete.
- The Art Truck will arrive for set up 30 minutes before the start of the first group and can remain on location through the end of the school day.

With tailored lesson plans, the provided Art Truck Educator’s Guide will help you prepare your students for the Art Truck and reinforce concepts after the visit. We find that students get more out of the Art Truck experience if you discuss the materials and important ideas in the classroom prior to the visit. In advance of the scheduled visit, please share the Educator’s Guide with all participating teachers at your school, so that each of them has the option to take advantage of this resource.

Please be aware that the Art Truck is unable to complete visits during severe weather conditions due to safety concerns. UMOCA reserves the right to cancel a scheduled visit at any time, and while we cannot guarantee that an alternate date will be available, we will do our best to reschedule.

We occasionally take photographs at Art Truck visits for grant writing and marketing purposes. Please let us know if, for any reason, we are unable to do so.
Truck Parking and Requirements:

- **45 linear feet** of space is required to park and open the Art Truck. It is approximately 24’ long x 10’ tall x 9’ wide with a 10’ ramp that extends off the back of the truck to allow students to walk inside.
- The parking space must be on a **flat surface** (the truck cannot be parked on a hill or in the street gutter).
- A **power outlet within 100’** of the location is required to operate the interior exhibition lights.
- Generally, a parking lot or playground is the best place for the truck to park so that students can circulate freely around the exterior without having to worry about oncoming traffic. However, noise from other students at recess can diminish the ability of students to learn. **Please plan the location carefully and provide adequate distance between the truck and outside student activity.**

Art Truck Etiquette:

To ensure an enjoyable and safe visit for all students, please share these rules with the participating teachers and ask them to review them with their students before arriving for their visit. **If necessary, the Art Truck educator will ask one, several, or all participants to leave in cases where the artwork or a student is at risk.**

- Only enter the Art Truck once you have been invited to do so.
- Please look at the artwork, but do not touch unless instructed to do so. Keep arms crossed, at your side, or put hands in pockets.
- Please walk with care, including when going up and down the ramp. Running and horseplay are not permitted.
- Please remember to raise your hand when you have a question or something to share.
- Please draw or write in pencil only.
- Have fun!

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<th>Name of School/Organization:</th>
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<td>Physical Address of Visit Site:</td>
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<td>Detailed Directions to Parking Location Upon Arrival at Visit Site:</td>
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<td>Anticipated Total Number of People at Visit:</td>
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**What is the desired objective of this visit? Are there any limitations, restrictions, or other details we should know about your school or population?**