

RMA FACULTY VISIT GUIDELINES

Rollins Museum of Art
1000 Holt Avenue
Winter Park, FL 32789

Thank you for your interest in the Rollins Museum of Art! Before scheduling a class visit to the RMA, please read through the following guidelines:

- We ask that faculty fill out a **Faculty Visit Request Form**—available on our website—and submit it via email to our [Education Department](#).
 - Requests are not considered completed until you receive a visit confirmation email from our Education Department.
 - 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.
- Please submit requests within the timeframes listed below. Exceptions cannot be made, as planning class visits requires a great deal of coordination:
 - Self-guided class visits require a **minimum of two weeks' notice**.
 - Facilitated class visits (led by RMA staff) for an **exhibition tour** require a **minimum of three weeks' notice**.
 - Facilitated class visits (led by RMA staff) for **customized collection pulls** require a **minimum of 4 weeks' notice**.
- 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 available, as some may be on loan to other museums or in off-site storage. Please consult with our staff to identify the best objects for selection, as these will change year to year.
- Class visits facilitated by RMA staff run from **9am - 5pm, Mon-Fri** at the museum and Alford Inn.
- Please allow a minimum of **72 hours** before following up on a visit request during the first two weeks of the semester, as we receive an overwhelming number of requests beginning the week before classes.