

Las Guias Touring Assignment Request Form

June 1, 2018–May 31, 2019

Please make your touring request for next year on this form.

Name _____

Home Phone _____

Address _____

Work Phone _____

City, State, Zip _____

E-Mail Address _____

<< Fall Touring September to May >>

In order to make the museum run smoothly, please **help us** by doing either the morning or the swing shift assignment if possible.

Select 2 half-days a month.

Next Fall I will be ready to begin touring _____ (Must provide date!)
(month/date)

Shifts: AM 9:15 AM–1:00 PM (Morning) SS 10:15 AM–2:00 PM (Swing Shift) PM 12:15 PM–4:00 PM (Afternoon)	Be aware that a combination of the days you request will be used when your first and second choices are filled. If this is NOT possible with your schedule, please indicate on this form!	If you can help with Evening Tours , please check: _____ Evening tours
---	---	--

Please write **AM, SS, or PM** in the square for the week(s) and day(s) you wish to tour next season.

First 2 Choices

Second 2 Choices

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1								1							
2								2							
3								3							
4								4							
5								5							

<< Summer Touring 2018 >>

Many of you remain in Phoenix during the summer. If you can help during June, July, and August, please sign up. Mark AM, SS, or PM on the date(s) you will be available. You do not need to tour on all of them. Note the total number of days a month you would like to tour.

Total number of days each month I wish to tour: _____

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	2	3	4 XXX	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Questions? Email Cassandra Lofgreen at clofgreen@heard.org.

Please submit form by April 1, 2018, to: Heard Museum, ATTN: Cassandra Lofgreen, 2301 N. Central Ave., Phoenix, AZ 85004. Assignments are made in the order received.