



Educator Night at the Museum

Thursday, October 13, 2016
Tacoma Art Museum

1701 Pacific Avenue • Tacoma, WA 98402

253.272.4258 ext. 3030 • education@tacomaartmuseum.org

www.tacomaartmuseum.org/event/educator-night-at-the-museum/

Dear Community Partners:

Every year Tacoma area museums come together to host **Educator Night at the Museum**, an exciting opportunity for area educators to relax and mingle while learning more about the resources and programs offered by prominent organizations in the Puget Sound area. Educators are invited to discover engaging, innovative, standards-based ways to bring the arts, social studies, science and other subjects into their classrooms or opportunities to bring their students out into the community!

We invite you to join with us to provide a fun and meaningful experience for area educators at this year's Educator Night at the Museum, from **5:30 to 8:00 pm on Thursday, October 13, 2016 at Tacoma Art Museum**. This is your opportunity to share your educational resources, market your programs, and be a part of this important community educational event.

Fill out the attached form to request a booth and/or to donate an item or service to the evening prize drawing. Due to space constraints, booths will be granted on a first come, first serve basis. Get your registration forms submitted as soon as possible! Please include a check or credit card information with your registration form. Fees will only be processed once your registration has been reviewed and accepted.

Some important information to keep in mind:

- Booth priority is given to South Sound cultural organizations and non-profits to share their educational materials designed to enrich classrooms and other learning environments through written curriculum, programs, tours, performances, and more...
- Linens, tables, and chairs will be provided; please bring any other equipment or display items you require. Indicate any special needs (access to a power source, e.g.), and we will do our best to accommodate them.
- We are asking each exhibitor to help cover the costs of the event by including a \$50 registration fee for your booth. If this cost is prohibitive, please contact us. If you are able to donate more to support this event, please do!
- Sorry, no plants, lit candles, or animals (other than service animals) are allowed in the museum. Please contact us regarding any questions or exceptions.
- Set-up time will be between 4:30 pm - 5:00 pm prior to the event start time of 5:30 pm; further information about preparing and staffing your booth will be provided upon registration.
- We will be working hard to publicize this event and especially to draw in new educators! Please help make Educator Night at the Museum 2016 an even bigger, better celebration by advertising it on your website and social media, in print and electronic materials, and by word of mouth.

Return the registration form as early as possible, and no later than **Friday, Sept. 9**, to best ensure your inclusion in this event. **Please address all forms and inquiries to the mailing address, phone, or email address above, attention Aimee Mena, Education Program Coordinator. We look forward to working with you!**

Exhibitor Registration

Welcome and thank you for participating in Educator Night at the Museum! Please help us organize the evening by filling out and returning this form by **September 9, 2016**.



Partners have the opportunity to do one or all of the following:

- Host an informational booth
- Donate an item or service for the prize drawing

Tacoma Art Museum
October 13, 2016, 5:30 – 8:00pm

Organization: _____ Contact name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Brief (2 to 3 sentences) description of your organization's educational mission and opportunities, as you would like it to appear in promotional materials:

____ **I would like to host a booth at Educator Night at the Museum.**

Linens, tables, and chairs will be provided; please bring any other equipment or display items you require. List any special needs (access to a power source, e.g.) here:

____ Please charge the **\$50 registration fee** to my credit card.

Name on card: _____

Credit card number: _____ Expiration: _____

____ I have enclosed a check for \$50, made payable to Tacoma Art Museum.

____ My organization will provide an additional donation of \$_____ to help cover event costs.

____ **I will donate an item or service (free school tour pass, e.g.) to the Educator Night at the Museum Prize Drawing.**

Bring the donated item to the event for display at your booth. Please do not send large, fragile, or highly valuable items with your registration.

Description of donation: _____ Value: \$ _____

____ **I can advertise Educator Night through my organization's media.**

Please contact us if you require electronic files of flyers, logos, or other promotional info.

Additional comments:

For more information please contact: Aimee Mena, 253.272.4258 ext. 3030 or amena@tacomaartmuseum.org
Please email or mail registration form to: education@tacomaartmuseum.org or Aimee Mena, Education Department, Tacoma Art Museum, 1701 Pacific Avenue, Tacoma, WA 98402.