



Friends of the Kennedy Center Tour Program

Guidelines for Requesting a VIP Tour

Regular Tour Hours: Monday-Friday: 10 am-5 pm Saturday and Sunday: 10 am-1 pm

VIP Tours are available upon request and are provided by the Friends of the Kennedy Center Tour Guides weekdays 10 am to 5 pm; weekends 10 am-1 pm. After hours VIP Tours are also available upon request and subject to tour guide/theater availability.

If you have any additional questions, please call our Visitors Center at 202-416-8340 daily 10 am to 9 pm.

VIP Tours are approved by the Assistant Manager of the Friends of the Kennedy Center. VIP tours include international visitors coming to the United States with a special interest in the arts, or groups of less than 20 that have a special connection to the arts or to the Kennedy Center.

Submit the completed request form below by email to the Friends of the Kennedy Center Tours page at tourskc@kennedy-center.org. Confirmation of VIP Tour requests take 3 to 5 business days. Once your VIP Tour is confirmed, we will email you a **VIP TOUR CONFIRMATION FORM**.

Today's Date:

Contact:

Phone/Ext:

Name of Individual/group:

Type of Group: (school, seniors, religious groups, etc)

Special language skills, if any (list language):

Date of tour:

*Time:

How many in Group?:

Special request, if any, for specific tour guide:

*If the tour occurs after tour hours [a memo will be sent to the **Theater Managers, Security,** and the **Ushers Desk** to determine availability of theaters and other pertinent information.

Accessibility: (Please check all that apply)



Wheelchair Access

Assistive Listening Device**

Touch Tour/Audio Description**

Easy Access (no steps)

Sign Language Interpretation**

Other (please specify):

**Requests for Touch Tours, Sign Language Interpretation Tours, and Tours with Assistive Listening Devices must be received two weeks in advance of your desired tour date. See Access Tours on Visit/Guided Tours page for ACCESS tour booking form.

Please type in gray areas. Boxes will expand with the text.