

GROUP INFORMATION



GAYLORD-PICKENS

OKLAHOMA HERITAGE | Museum

1400 Classen Drive • Oklahoma City, OK 73106

405.235.4458 or 1.888.501.2059

FAX 405.235.2714

www.oklahomaheritage.com

HOURS OF OPERATION

Tuesday through Friday: 9 a.m. to 5 p.m.

Saturday: 10 a.m. to 5 p.m.

Sundays: Seasonally 1 to 5 p.m.

The average visit is 1.5 to 2 hours. The Gaylord-Pickens Oklahoma Heritage Museum is closed on Thanksgiving Day, Christmas Day and New Year's Day.

ARRIVAL

When your group arrives at the Gaylord-Pickens Museum, your group leader should come to the ticket counter (on the north side of the building) to pick up tickets and finalize payment. The leader should present an exact count of group members. Tickets can be paid for prior to arrival or on arrival. Tickets should then be distributed to each individual in the group. Group tickets are non-refundable.

BUS LOADING/UNLOADING

Buses and motorcoaches may load/unload passengers on the north side of the building at the main entrance but must park at the north end of the parking lot in the designated bus parking area.

ORIENTATION

If you choose, your group can make use of our orientation room, complete with light boxes and marker boards for each of the five characteristics of an Oklahoman – generosity, perseverance, pioneer spirit, optimism and individuality.

MUSEUM ETIQUETTE

Photography, video or tape recording in the exhibits is only allowed with special permission from the Oklahoma Heritage Association administrative staff. Please silence cell phones and pagers to refrain from disturbing other guests' museum experience.

FOOD AND BEVERAGES

Outside food and drink (with the exception of sack lunches brought by student groups) are prohibited.

DIRECTIONS & PARKING

The Gaylord-Pickens Museum is located at 1400 Classen Drive (the northwest corner of NW 13th Street and Shartel Avenue) near downtown Oklahoma City. Parking is available in the parking lot on the north side of the building. The parking lot can be entered from Classen Drive or Shartel Avenue.

Visit www.oklahomaheritage.com for detailed driving directions and maps.

REGISTRATION

Please make your request for a group tour at least one month in advance of your requested date(s). When you return the last two pages of this packet to the Gaylord-Pickens Museum, you will receive confirmation of receipt within five business days. At that time, your tour will be tentatively scheduled for one of the two dates you provide. You will receive confirmation of your tour via e-mail or phone 14 days prior to your tour.

GROUP GUIDELINES



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We want your visit to the Gaylord-Pickens Oklahoma Heritage Museum to be both educational and memorable. To ensure the safety of our visitors and the proper care of the Museum and its exhibits, we ask that certain group guidelines be met. Please contact our museum services staff with any questions or problems. Any exceptions to the requirements below must be approved in writing prior to your group tour. Thank you for your cooperation.

Your signature below indicates that you have read and understand the following:

STUDENT GROUPS must include a minimum of 10 students to qualify for the group rate and complimentary tickets for sponsors. The following student/adult ratios are required. Groups with fewer than 10 may be asked to pay the regular admission rate upon arrival or may be asked to reschedule their tour for another day when student/adult ratios can be met.

Students = \$3 admission
Grades 6–12: 1 adult per 10 students
Grade 5 and below: 1 adult per 5 students
Adults above required ratios = \$6 admission

ADULT/SENIOR GROUPS must include a minimum of 15 paid admissions to qualify for the group rate and 2 complimentary tickets for escorts and drivers. Adult groups that arrive with fewer than 15 will be charged the regular adult admission rate and no complimentary tickets will be issued.

Adults = \$6 admission
Seniors = \$4 admission

School/Group: _____

Group Leader: _____

Today's Date: _____

Signature: _____

Please return your group tour registration forms to:
Meredith Knowles, museum services manager
1400 Classen Drive
Oklahoma City, OK 73106
405.235.2714 FAX
mk@oklahomaheritage.com

Call 405.523.3211 with questions.

GROUP RESERVATION



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Application Date: _____

Organization Name: _____ Contact Name: _____

Mailing Address: _____
Street/P.O. Box City State Zip

Telephone: _____ Fax Number: _____

E-mail Address: _____ Group Leader Cell Phone: _____

Date of Visit *List 2 possibilities:* _____ Expected Time of Arrival: _____

No. of Adults: _____ No. of Seniors: _____ No. of Students: _____

Age(s)/Grade(s) of Students: _____

GROUP ADMISSION FEES

SCHOOL GROUPS

Students:

_____ x \$3 each = _____

1 Adult per 10 students: *Grades 6-12*

1 Adult per 5 students: *Grades 5 and below*

_____ x FREE = 0

Additional Adults:

_____ x \$6 each = _____

Total Expected Payment: _____

ADULT GROUPS

Adults:

_____ x \$6 each = _____

Senior Adults: *62+*

_____ x \$4 each = _____

Tour Guide and/or Bus Driver: *Maximum of 2*

_____ x FREE = 0

METHOD OF PAYMENT

_____ Purchase Order *Attach copy.* # _____

_____ Check *Make payable to Oklahoma Heritage Association.* Total \$ _____ Check # _____

_____ Credit Card *Check one of the following.* _____ VISA _____ MasterCard

Name on Credit Card: _____

Address: _____
Street/P.O. Box City, State, Zip

Telephone: _____

Credit Card Number: _____

Expiration Date: _____ CVV#: _____