**GUIDED TOUR INFORMATION SHEET**

**SINGAPO人exhibition venue**

Singapore Chinese Cultural Centre (1 Straits Boulevard, Singapore 018906)

1. Level 2 (SCCC Kwan Im Thong Hood Cho Temple Gallery)
2. Level 7 (SCCCI Multi-Purpose Hall Foyer)

**Visiting Hours**

Monday : 2pm – 8pm

Tuesday to Sunday : 10am\* – 8pm

\*School groups may request to visit the exhibition earlier at 9am. A minimum of 20 students is required for such requests.

**Admission**

Admission to the exhibition is free.

**Fees**

* Fees for guided tours are $10 – $15 per student (before GST).

**Gallery capacity**

* Check with the SCCC education team on the current Safe Management Measures.
* Teachers may bring up to a maximum of 40 students to the exhibition in one visit.

**Gallery etiquette**

Watch the etiquette video with your students prior to your visit.

* In English: <http://bit.ly/en-etiquette>
* In Mandarin: <http://bit.ly/zh-etiquette>

Please brief your students on gallery etiquette before your visit.

* Do not eat or drink in the gallery.
* Walk lightly.
* Be considerate and dispose your rubbish in the bins.
* Be mindful of other visitors by keeping your noise level to a minimum.
* Keep doorways and hallways accessible to other visitors.
* Touch the interactive displays with care.
* Photography with flash is permitted.

**Other notes for teachers**

* Teachers or adults shall accompany students at all times.
* The school shall be responsible for any misconduct by students, and damages incurred during the visit.

**Planning your visit**

* It is recommended that teachers visit the exhibition to familiarise yourselves with our Centre, facilities and the exhibition.

**Booking request**

* Booking requests must be made at least 5 weeks prior to the visit.
* Bookings are limited to a minimum of 20 students and a maximum of 40 students.
* Please check with the education team on the current Safe Management Measures.
* Please arrive 15 minutes before the time of your guided tour as it will be conducted based on scheduled timing and not on arrival.

**Payment**

* Guided tours may be conducted for fewer than 20 students. However, we will bill based on the minimum of 20 students.
* Payment is based on the stated number of students, and not the actual number of students who arrive on the day of the visit.
* A confirmation email will be sent, followed by issuance of invoice for payment within 30 days.

**Changes and cancellations**

* Changes to confirmed bookings must be sent at least 2 weeks before the date of the visit.
* If the school is late for more than 15 minutes without notification, the scheduled tour will be cancelled. There will be no refunds for cancelled guided tours.
* Contact the Education Team at 6812 7224/ 6812 7209 or Security at 6812 7229 to notify us if you are going to be late.

**Payment modes**

Choose either mode of payment:

1. E-invoice. Please indicate your school’s Sub BU-Code after we acknowledge and confirm your booking.
2. Cheque. Payable to “Singapore Chinese Cultural Centre” with your name and contact number.
3. PayNow. Search our UEN NO 201309577ZDBS and input your School’s Name, Date and Time. The SCCC PayNow QR code can also be made available upon request.

**GUIDED TOUR FORM**

Email this completed form to education@singaporeccc.org.sg.

Please title your email subject as “Guided tour” followed by your school’s name.

**All school group visits are confirmed only upon email confirmation from SCCC.**

[ ]  ***I have read and understood all the terms and conditions stated in the Guided Tour Information Sheet. Please notify all teachers accompanying the students as well.***

1. Basic information

|  |  |
| --- | --- |
| **Name of School/ Organisation** | Click or tap here to enter text. |
| **Type of school/ organisation** | [ ]  Goverment agency[ ]  Non-profit organisation[ ]  Private agency |
| **Department** | Click or tap here to enter text. |
| **Teacher in-charge** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Education Mailing List** | We want to stay connected with you. Click [here](https://goo.gl/forms/WAZWFHqPdg1jgR1s1) to sign up for our emails of upcoming educational programmes or let us know if you wish to be included:[ ]  Yes, please include me[ ]  No |

2. Booking request details

|  |  |
| --- | --- |
| **Date**  | Click or tap here to enter text. |
| **Time**  | Click or tap here to enter text. |
| **Class** | Click or tap here to enter text. |
| **No. of students** | Click or tap here to enter text. |
| **No. of accompany teachers** | Click or tap here to enter text. |
| **Choose one preferred language** | [ ]  English[ ]  Mandarin |
| **No. of students per level** **(K: Kindergarten; P: Primary; S: Secondary)** |
| [ ]  N1: Click or tap here to enter text.pax[ ]  N2: Click or tap here to enter text.pax[ ]  K1: Click or tap here to enter text.pax[ ]  K2: Click or tap here to enter text.pax[ ]  P1: Click or tap here to enter text.pax[ ]  P2: Click or tap here to enter text.pax[ ]  P3: Click or tap here to enter text.pax[ ]  P4: Click or tap here to enter text.pax[ ]  P5: Click or tap here to enter text.pax[ ]  P6: Click or tap here to enter text.pax[ ]  Special Education Schools: Click or tap here to enter text.pax[ ]  International Schools: Click or tap here to enter text.pax | [ ]  S1: Click or tap here to enter text.pax[ ]  S2: Click or tap here to enter text.pax[ ]  S3: Click or tap here to enter text.pax[ ]  S4: Click or tap here to enter text.pax[ ]  S5: Click or tap here to enter text.pax[ ] Year 5: Click or tap here to enter text.pax[ ] Year 6: Click or tap here to enter text.pax[ ]  Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax[ ]  Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax[ ]  Others (please specify):Click or tap here to enter text. pax |
| **Learning objectives** | [ ]  School Excursion[ ]  Field-based Learning[ ]  Historical Investigation[ ]  National Education[ ]  Post-examination Learning Journey[ ]  Home-based Learning[ ]  Others (please specify): Click or tap here to enter text. |
| **How did you know about us?**  | [ ]  Social media (please specify): Click or tap here to enter text.[ ]  SCCC Education mailing list[ ]  Word of mouth[ ]  Others (please specify): Click or tap here to enter text. |
| **Additional information/ requests (if any)** |  |

3. Payment method (please select one)

|  |  |
| --- | --- |
| [ ]  **E-invoice**Please indicate your school’s Sub BU-Code upon our confirmation of the programme. | Total: SGD Click or tap here to enter text. |
| [ ]  **Cheque**Payable to “Singapore Chinese Cultural Centre” with your name and contact number. | Total: SGD Click or tap here to enter text. |
| [ ]  **PayNow**Search our UEN NO 201309577ZDBS and input your School’s Name, Date and Time. The SCCC PayNow QR code can also be made available upon request.  | Total: SGD Click or tap here to enter text. |

4. Preferred programme

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| --- | --- | --- | --- |
| **I am teaching:** | **I would like the guided tour:** | **Conducted in English** | **Conducted in Mandarin** |
| Preschool | [ ]  How Do We Celebrate Chinese Festivals?(1-hour tour by *Preschool Market*) | [ ]  | [ ]  |
| [ ]  Stories of the Past (1.5-hour tour by *Art Loft*) | [ ]  | [ ]  |
| Primary School | [ ]  How Does Culture Evolve? (1-hour tour by *Preschool Market*) | [ ]  | [ ]  |
| [ ]  Our Past, Present & Future! (1.5-hour tour by *Art Loft*) | [ ]  | [ ]  |
| [ ]  Spot the Cultural Difference(1-hour tour by *Preschool Market*) | [ ]  | [ ]  |
| [ ]  Uniquely Singaporean! (1.5-hour tour by *Amazing Art Shuttle*) | [ ]  |  |
| Secondary School  | [ ]  Distinctively Singaporean! (1.5-hour by *Amazing Art Shuttle*) | [ ]  |  |
| [ ]  Let’s Observe & Discuss! (1.5-hour tour by *Art Loft*) | [ ]  | [ ]  |
| Post-Secondary/ Tertiary Institution | [ ]  Connecting to the Past (2-hour tour by *Art Loft*) | [ ]  | [ ]  |
| Special Education | [ ]  Stories of the Past (1.5-hour tour by *Art Loft*) | [ ]  | [ ]  |