******

**NOBODY’S LISTENING** *A touring virtual reality experience and immersive exhibition*

January 9 – February 23, 2023

UNO Art Gallery, Weber Fine Arts Building

(Dodge Campus) – University of Nebraska at Omaha

******

**SCHEDULING A SELF-GUIDED VISIT & FUNDING REQUEST INSTRUCTIONS**

* + - * Review all information provided in this document.
			* Scheduling and funding requests should be emailed as one email to **both** Patricia Davis **and** Angela Brown (contact info below). Please send **at least 5 workdays (M-F) in advance** of the (first) desired date for your visit to ensure we have sufficient time to review, coordinate, and respond.
			* Copy + Paste the (3) tables at the end of this document (after the dotted line) into your email.
			* To be considered in the order you remail request was received, you must include sufficient information in the initial email request.

				+ All requests are addressed on a first come/ first serve basis—ensuring sufficient information is provided. We cannot hold your place while we wait for response to our request for adequate information; if you do not provide sufficient information in your initial request, we must move on to the next request with sufficient information.
			* To ensure we see your request, please use the subject line, “Nobody’s Listening Tour-Funding Request.”
			* After we have reviewed the request for your scheduled visit/funding, you will receive an email from each of us to confirm (or request more information). ***Look for these three possible subject lines “Nobody’s Listening\_Visit confirmation, Funding confirmation, or need more information.”***

				+ **Patricia** will respond to your tour date/time requests and communicate parking and campus navigation information. Once she sends a confirmation email, that day/time slot will be reserved for you on our calendar. If you need to change that, she will address your new request in the order it was received.
				+ **Angela** will respond to your funding request and will provide further resources to help you and your students maximize your experiences at the exhibit.

**QUESTIONS + WHERE TO SEND YOUR REQUESTS?**

Anything regarding funding your visit needs to be directed to: **Angela Brown** | angelambrown@unomaha.edu | 402-554-4067

Anything regarding scheduling the time slot of your visit, parking, or any accessibility accommodations, needs to be directed to: **Patricia Davis** | patriciadavis@unomaha.edu | 402-554-2796

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEUDLING YOUR SELF-GUIDED VISIT**

Please allow two hours for your visit—as this includes loading and unloading busses on campus, finding your way to the Gallery in Weber Fine Arts Building, additional time allocated for bathroom breaks, your self-directed class discussion/activities, the gallery-assisted virtual reality experience, and time for individuals to view the show at their own pace.

The Gallery can accommodate self-guided visit **Monday – Thursday, 10am - 4pm, January 17 – February 23.**

The Gallery will do its best to accommodate your preferences. However, if your preferred dates and times are not available, Patricia will communicate this and request alternative options from you.

**FUNDING YOUR VISIT**

Funding is available per teacher with the support of Humanities Nebraska and the Nebraska Arts Council and the Nebraska Cultural Endowment.  Teachers from the same school may coordinate tours, but each teacher must fill out their own request form. Funding is available to help schools cover the cost of transportation and substitute teachers.  These funds are limited. They will be considered as they are received and allocated on a first-come, first-served basis.  To fund as many school requests as possible, please only request the **minimum** funding you need to support your visit.

**- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -**

**TABLE 1**

\***(SAMPLE REQUEST FOR SCHEDULING YOUR SELF-GUIDED VISIT) Please provide at least 3 options that work for you.**

|  |
| --- |
| **1st choice** |
| **Month/Date** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| Jan 23 |  |  |  |  |
| **2-hour time slot** | 10am – 12pm |  |  |  |  |
|  |
| **2nd choice** | **Month/Date** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  |  |  | Feb 16 |  |
| **2-hour time slot** |  |  |  | 11am – 1pm |  |
|  |
| **3rd choice** | **Month/Date** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  |  | Jan 25 |  |  |
| **2-hour time slot** |  |  | 2pm – 4pm |  |  |
| **4th choice** | **Month/Date** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  | Feb 21 |  |  |  |
| **2-hour time slot** |  | 2pm – 4pm |  |  |  |

**TABLE 2**

\***(SAMPLE REQUEST FOR FUNDING)**

|  |  |  |
| --- | --- | --- |
| **Category** | **Reimbursement** | **Quantity** |
| Half-day substitute | $75.00 |  |
| Bus | $165.00 |  |
| Van (other transportation) | $75.00 |  |

\* When you send us your funding information, please replace the sample totals with your own. Then copy + paste the table into your email.

**TABLE 3**

**Please address the following:**

|  |  |
| --- | --- |
| **School Name** |  |
| **School District** |  |
| **School Address** |  |
| **School Phone (main office)** |  |
|  |  |
| **Teacher Name** |  |
| **Teacher Email** |  |
| **Teacher Phone** |  |
|  |  |
| **\*\*Coordinator Name** |  |
| **\*\*Coordinator Email** |  |
| **\*\*Coordinator Phone** |  |
|  |  |
| **Associate Class(es)** (ex: history, social studies, etc.) |  |
| **Grade Range** (ex: K – 12, etc.) |  |
| **\*\*\* Number Of Visitors** (specify students versus aids, teachers, etc.) (ex: 25 students + 2 teachers) |  |
|  |  |

\*\*If not provided, the teacher will be the primary contact for reimbursement.

\*\*\*The Gallery has a capacity of 150 people at any given time. We need to know how many visitors you intend to bring so that we can determine the number of scheduled visits possible and potential walk-in visitors we can also accommodate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For more information on the content and developers behind this touring experience, please visit <https://www.nobodys-listening.com/exhibition>