Youth Program Offerings

The National Portrait Gallery offers exciting interactive programs that allow area youth groups to have educational and culturally enriching museum experiences while having fun. Programs are offered Tuesdays, Wednesdays, or Thursdays for preregistered groups. They are approximately ninety minutes in length and include:

- An interactive mini-tour in the Portrait Gallery showcasing women and men who have made a significant contribution to American history and culture
- The reading of a children’s biography or other story about the famous woman or man who is chosen
- A hands-on activity in the Education Center

Program Description

Portrait Story Summer Adventure

A Portrait Story Summer Adventure visit will include a “reading portraiture” activity in front of the portrait of the chosen sitter (person in the portrait), the reading of a children’s biography about the sitter, and a relevant hands-on art-making experience in our Education Center. Each program lasts approximately 90 minutes.
General Guidelines for Youth Group Programs

- National Portrait Gallery summer group programs are offered on a limited basis from June 23 to August 6, on Tuesdays, Wednesdays, or Thursdays at either 10:30 a.m. or 1:30 p.m. as available.
- Programs are booked on a first come, first served basis.
- Each program is approximately one-and-a-half hours (90 minutes) in length.
- Reservations require advance notice.
- The minimum number of youth that we can accommodate for a program is ten (10).
- The maximum number of youth that we can accommodate in a single program is twenty-five (25). If you want to bring a larger group, we will need to schedule multiple dates for your visits.
- If your group is more than twenty minutes late, the National Portrait Gallery has the right to cancel or alter the scheduled program.

Making a Reservation for a Program

The National Portrait Gallery will begin taking reservations for this program immediately. Please be advised that submitting a registration form is only a request for a program. A written confirmation (via e-mail) from the National Portrait Gallery constitutes a booking guarantee.

1. Select your program. Use the program description found in this registration packet or on the National Portrait Gallery Web site.
2. Complete the registration form. To register for more than one program, fill out an additional form.
3. E-mail (provostg@si.edu) or fax (202-633-8521) your completed form.
4. Look for confirmation from the National Portrait Gallery. You will receive an e-mail confirmation within five business days of receiving your request.

Cancellations
If you need to cancel or reschedule a youth program, please e-mail the Youth and Family Program Coordinator at provostg@si.edu at least one week prior to the scheduled program. Please be aware that if you need to reschedule a program, we may not be able to accommodate the request because our schedule fills up quickly.
Planning Your Visit

To enhance your youth group’s visit to the National Portrait Gallery, please observe the following guidelines. They are designed to ensure the safety of our collections and the enjoyment of the museum by all visitors. Summer camp leaders and chaperones must review the following Gallery Guidelines with their students before a museum visit:

**Gallery Guidelines**

- Please help us protect our artworks by not smoking, eating, chewing gum, or drinking in the galleries.
- Please do not touch art objects, including frames, pedestals, and furniture. Invisible oils on our skin can damage works of art.
- Please remain at least three feet away from all artwork and walls. Do not lean against or place personal belongings on display cases or pedestals.
- The use of cell phones, handheld computers, headphones, MP3 players, radios, and electronic games is prohibited during an educator-led program.
- Youth must stay together within their assigned groups at all times, and must walk—not run—between galleries.

**Chaperones**

Student groups must be chaperoned at all times. Required ratio:

- Grades 1–3: one adult per five (5) students
- Grades 4–6: one adult per ten (10) students

*Please see Youth Group Program Chaperone Information Sheet for more information.*

**Questions?**

For questions about youth program registration, please call or e-mail the Youth and Family Program Coordinator at 202-633-8501 or provostg@si.edu.
General Information

**Location**
8th and F Streets, NW  
(Group entrance is at 8th and G Streets, NW)  
Washington, DC  
(202) 633-8300

**Regular Museum Hours**
11:30 a.m.–7:00 p.m. daily  
Closed December 25

**Getting Here**
The National Portrait Gallery is conveniently located five blocks from the National Mall and across the street from the Verizon Center in the Penn Quarter area of DC.

The National Portrait Gallery is above the Gallery Place/Chinatown Metrorail station (red, yellow, and green lines).

The National Portrait Gallery is unable to provide bus or public parking. There is, however, parking at City Center Parking (9th and H Streets, NW; enter from southbound 9th Street, NW, south of New York Avenue, NW). This is the site of the old Convention Center.

**Accessibility**
Please identify any special needs of your youth group, whether physical or academic, when scheduling your visit. Barrier-free access is available at the G Street entrance. All areas of the museum are served by elevators. Wheelchairs are available.

**Coats and Large Bags**
Groups are encouraged to leave large bags or backpacks at home if possible. If large bags or backpacks are brought into the museum, they should be stowed in lockers just inside the museum’s G Street entrance. The cost is $.25, and the coin is returned when the key is reinserted in the locker. The museum will provide coat bins for summer camp groups at the G Street entrance during inclement weather or upon request.

**Photography**
Handheld photography and video for personal use is permitted in the permanent collection galleries, but NOT in special exhibitions. No tripods are allowed.
Youth Group Program Registration Form

Contact name:

Youth group organization name:

Address:

City, State, Zip Code:

Home Phone: Mobile phone:

Fax: E-mail:

Grades: Estimated number of students:

Number of chaperones:

Program Offered
Please register my youth group for a Portrait Story Summer Adventure program. Please circle one of the following sitters for your program:

   Faith Ringgold  Eleanor Roosevelt  Mark Twain  Andy Warhol

Scheduling
Fill in your preference for date and time. A limited number of programs are offered Tuesdays, Wednesdays, and Thursdays, June 23–August 6 at either 10:30 a.m. or 1:30 p.m.

First Choice  Date: ________ (MM-DD-YY)  Time: ________

Second Choice  Date: ________ (MM-DD-YY)  Time: ________

Third Choice  Date: ________ (MM-DD-YY)  Time: ________

* * *

By submitting this form, I agree to all of the guidelines set forth in this document for Youth Group Programs at the National Portrait Gallery.
Youth Group Program Chaperone Information Sheet

Dear Youth Group Leader:

Adult chaperones are required for all Youth Group Programs at the National Portrait Gallery, in the following ratios:

- Grades 1–3: one adult per five (5) students
- Grades 4–6: one adult per ten (10) students

Please fill in the chaperone information below and forward it to the Youth and Family Program Coordinator via e-mail (provostg@si.edu) or fax (202-633-8521). Chaperone information sheets must be received at least one week before your tour date.

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Failure to provide an adequate number of chaperones for your group may result in the cancellation of your tour.

Youth group leaders and chaperones are responsible for their students’ behavior while at the museum. Chaperones must review the attached Gallery Guidelines with scouts before a museum visit. Please be advised that youth group leaders, chaperones, and students are all bound by the same guidelines.