

Guidelines for Group Tours of the Scott Arboretum

General Information

Tours are available Monday through Friday from 9 a.m. to 3:00 p.m., and normally last approximately 60-90 minutes. Reservations may be booked with a minimum advance reservation of 45 days. Minimum group size is 10 people.

Organizational Members of the Scott Arboretum are entitled to one free tour or lecture per year of membership. The cost of an Organizational Membership is \$125.

Tours for non-member groups are \$5 per person with a minimum deposit of \$25, required one month in advance of the tour date.

Tours may be arranged by calling the Scott Arboretum at 610-328-8025 through the Administrative Coordinator. The campus of Swarthmore College has pathways that are ADA accessible. You may request a tour to meet to meet specific needs ahead of time.

It is important to communicate the method of transportation when requesting a tour as parking is restricted and there are specific areas for busses to park during visits to the campus and gardens. Attached to this email you will find a campus map. Bus parking is permitted in the Dupont Parking Lot #17

Information Required.

When requesting a tour you will need the following information:

NAME OF ORGANIZATION/GROUP:

ARE YOU AN ORGANIZATIONAL MEMBER?

IF NOT, DO YOU WISH TO JOIN AT THE ORGANIZATIONAL LEVEL?

PRIMARY CONTACT:

TELEPHONE:

EMAIL:

ADDRESS:

CONTACT DATE:

TOUR DATE REQUESTED:

ESTIMATED TIME OF ARRIVAL:

ANTICIPATED ATTENDANCE:

MODE OF TRANSPORTATION:

TOUR STARTING POINT:

TOUR ENDS AT:

Once the tour guide(s) have been assigned, you will receive a Tour Request Confirmation Form for your records.

Checking in:

Plan to arrive at the time stated on the Tour Reservation Confirmation Form. If for some reason your group needs to cancel or is arriving later, please call the office 610-328-8025 to notify the Administrative Coordinator.

Membership information can be found at our website: <http://www.scottarboretum.org/membership/>

Please don't hesitate to call 610-328-8025 if you have any further questions or concerns.