

Tour Request and Information Form

To request a guided tour, please complete the following Tour Request and Information Form at least two weeks prior to your desired tour dates.

We will notify you with a confirmation of your tour request. **Filling out and submitting a tour request does not automatically guarantee your tour - we need to check our tour calendar and secure guides before we can confirm your request.**

■ Your name _____ Your connection to the tour group _____

School or organization _____

Address _____

Telephone _____ Fax _____ e-mail _____

■ Please list three dates and times, in order of preference, for your tour. (Complete dates including the day of the week are appreciated, i.e. Monday, May 23, 2005 1:30 - 3 p.m.)

First choice: _____

Second choice: _____

Third choice: _____

■ Number of children on the tour: _____ Ages or school grade: _____

Number of adult chaperones: _____ At least 1 for every 8 for preschoolers; 1 for every 15 schoolage children.

If an adult group, number of participants: _____

■ Specify option to take in case of bad weather:

___ Canceling at least two hours prior to the tour's starting time.

___ Substituting an indoor slide show presentation for the tour.

■ Type of tour. (See Tour Descriptions) _____

■ Goals you would like the tour to achieve and any information that can help us tailor the tour to your particular group such as: what you are currently studying, what you want to focus on while at the Arboretum, what kind of "hands-on" experiences you're looking for, if you have students with special needs, etc. The more information you can provide, the easier the scheduling process will be and the better we can accommodate your needs.
