



# Tour Request Form

- Our tour season is September through March.
- Tour applications are accepted beginning August 1st.
- Tours are given Tuesdays and Thursdays during normal business hours (8 a.m.-4 p.m.). No tours on weekends and holidays.
- Tours are only provided to non-profit organizations.
- Groups must provide their own transportation and all attendees must fit in one vehicle.
- All attendees must be at least 15 years old.
- Groups must have at least 15 attendees and are limited to no more than 30.
- Priority scheduling is given to ROTC and Junior ROTC students and other groups serving high-school-age and college-age students. Civic and business organizations will be scheduled as available.
- Each organization is limited to 2 tours in one season, with a maximum of 1 tour per week.
- Completed Base Entry List must be turned in no later than 15 calendar days prior to tour (if group includes non-U.S. citizens, list is due 20 days prior). No exceptions and no changes can be made after these dates due to security policy. After receipt of completed BEL, you will receive your proposed itinerary.
- Groups that cancel their tour **WITHIN 3 BUSINESS DAYS** of the scheduled tour won't be rescheduled for at least 30 days.
- PA reserves the right to cancel or reject any tour, at any time, for operational reasons.

## **Group Information**

Group Name:

Number of Attendees:

Type of Group (i.e. business leaders, school, etc.):

## **Group Point of Contact**

Name:

Phone Number:

Alt. Phone Number:

E-mail:

## **Requested Tour Date**

Provide at least two dates: (Only Tuesdays and Thursdays)

## **Interest**

What are you interested in seeing on this tour?: