



# 633d Air Base Wing PublicAffairs Group Tour Request

**Point of Contact for Group**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Military Affiliation (if any): \_\_\_\_\_

Type of group attending (ROTC, JROTC, military reunion, etc.):

Are all attendees U.S. Citizens?  Yes  No

How many people will be associated with your tour? \_\_\_\_\_ Chaperones \_\_\_\_\_ Students

Age Range of Group: \_\_\_\_\_

Will your group require lunch?  Yes  No

**PLEASE NOTE:** Lunch at the installation's dining facility will need to be paid for as a group and not individually. Lunch options are also available at the Post Exchange Food Court.

Has your group toured Fort Eustis before?  Yes  No

If yes, when was your last visit? \_\_\_\_\_

Desired tour request date: First choice: \_\_\_\_\_ Alternate: \_\_\_\_\_

Arrival and departure times: \_\_\_\_\_

**PLEASE NOTE:** Tours are not given on weekends and holidays due to operational requirements.

**Please read the following paragraph and sign below:**

I understand that all requests will be considered; however, this request does not guarantee a tour reservation. Due to operational requirements, the 633d Air Base Wing Public Affairs office may only conduct a limited amount of tours. I also understand that if my request is approved and scheduled, it could be subject to change or cancellation due to mission requirements. Furthermore, I understand that I am responsible for my group and I will provide the necessary information requested by the Public Affairs office. Failure to do so may result in not being able to schedule your requested tour.

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_