Group Tour Reservation Request

This form is for Group Tour Reservation Requests only. Please review Group Tour Information document for important information and Group Tour Time option explanations. This form is not a confirmation of your visit, you will receive a confirmation sheet once approved and guidelines have been signed. If you have any questions or concerns, please contact Savannah Trantham, School Relations Coordinator, at 254-968-1818 or trantham@tarleton.edu.

SCHEDULING CONTACT INFORMATION:

Contact Name: ____________________________________________________________

Address: ________________________________________________________________

City: _____________________ State: _____________________ Zip Code: ____________

Email Address: __________________________ Phone Number: (____) -________

DAY OF CONTACT INFORMATION (IF DIFFERENT FROM ABOVE):

Contact Name: ____________________________________________________________

Day of Travel Phone Number: (____) -________

Email Address: ____________________________________________________________

GROUP INFORMATION:

School/Group Name: ______________________________________________________

Students’ Grade Level: ___________________________________________________

Number of Students: ___________ Number of Sponsors/Chaperones: ____________

Is this group: ☐ AVID ☐ TRIO ☐ Community Org ☐ Other: ____________

TOUR TIME INFORMATION:

☐ John Tarleton Tour (Option 1: With Lunch)
☐ Oscar P Tour (Option 2: Tour/Info Session ONLY)
☐ Purple Poo Tour (Option 3: With Lunch)
☐ Texan Rider Tour (Option 4: Tour/Info Session ONLY)
TOUR TIME INFORMATION CONT:

First Choice Date: ________________________________________________________________

Second Choice Date: ______________________________________________________________

Third Choice Date: ________________________________________________________________

LUNCH ON CAMPUS INFORMATION:
This section is only for those who are going to be participating in the John Tarleton or Purple Poo Campus Tour Option(s). If you chose Oscar P or Texan Rider Option(s) please leave blank.

Payment Information:

☐ Pay as a Group    ☐ Pay Individually

☐ Card

☐ Cash

☐ Check (24hrs prior to arrival)

ADA ACCOMMODATIONS/SPECIAL REQUESTS:

Please note: Any ADA Accommodations need to be noted on this document or accommodations cannot be guaranteed. All special requests are as time, availability, and department approval permit.

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When completed, please submit this document to Savannah Trantham, School Relations Coordinator, trantham@tarleton.edu.

Upon verification of tour date, a guidelines document will be sent to you for signature and submission. The tour is not confirmed with Tarleton State University’s Welcome Center until the guidelines document is submitted.