



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:

Campus Tour Option (*please pick one*):

- 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.

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.