

ARNOLD AIR FORCE BASE GROUP TOUR REQUEST



Group name: _____ Today's date: _____

Point of contact: _____

Phone number: _____ Email address: _____

Military affiliation (If any): _____ (e.g., ROTC, JROTC, National Guard, Retired)

Type of group attending: STEM Community/Civic College/Trade School General Public

Number of people in group? _____

Are all attendees U.S. citizens? Yes No If no, list country of citizenship: _____

Do any attendees hold a dual citizenship? Yes No If yes, list countries of citizenship: _____

- Tours are scheduled by reservation at least three weeks in advance.
- Tour rosters are due two weeks before desired tour date.
- Non-U.S. citizens may be allowed to tour; however, additional lead time (>3 weeks) for processing paperwork is required.
- All tour participants are required to sign and submit a Hold Harmless Agreement prior to tour.

Will your group require on-site transportation? Yes No

- The Arnold Transportation shuttle can accommodate up to 27 people. Groups larger than 27 must provide their own transportation while on tour. Additional restrictions apply and can be addressed by the Tour Coordinator.

Desired Tour Date: First choice: _____ Preferred Tour Time: Morning Afternoon

Alternate 1: _____

Alternate 2: _____

Questions or Comments:

I, as the Tour Group POC, understand all requests will be considered, however, submitting a request does not guarantee approval and due to operational requirements, the Public Affairs office may only conduct a limited number of tours. **I also understand if my request is approved and scheduled, it is subject to change or cancellation due to mission requirements.** I understand all tour participants are subject to background checks. Additionally, I understand I am responsible for submitting the necessary information for the group as requested by the Public Affairs office by the required date. Failure to provide the required paperwork will result in the group's tour being canceled.

I acknowledge I have read and understand the statement above.

Please complete this form and submit to the Tour Coordinator by email to AEDC.ArnoldTours@us.af.mil.
If you have additional questions, you may also call the Tour Coordinator at 931-454-5655.