TOUR REQUEST

Today's Date _____ **SELF GUIDED**_____

GROUNDS: _____ **HERITAGE HOUSE:** _____ T/W/Th **MUSEUM:** _____ Tuesdays only

DATE REQUESTED: _____ **TIME:** _____

 # OF CHILDREN: _____ **AGE LEVEL:** _____

 # OF ADULTS: _____ **TOTAL # IN GROUP:** _____

NAME OF GROUP: _____

CONTACT PERSON: _____

ADDRESS: _____

_____

PHONE # (S): _____ **FAX # (S):** _____

EMAIL ADDRESS: _____

FEES (IF APPLICABLE): _____

SPECIAL CONSIDERATIONS: _____

WILL THEY BE HAVING LUNCH ON THE GROUNDS? **Yes** **No**

****

FOR ARBORETUM OFFICE USE ONLY

REQUEST TAKEN BY: _____

EMAIL REQUEST TO:

_____ Grounds **Caroline/Julie** CTAndrews@aol.com/ johnston2936@sbcglobal.net

_____ H. H. **JOYCE:** Jaycer@earthlink.net

_____ Museum **TINA:** tinartist@hotmail.com

GROUNDS COPY & EMAIL FOR CAROLINE & JULIE: _____ **DATE LIABILITY SENT:** _____

H.H. COPIES MAILED TO JOYCE: _____ **LIABILITY RECEIVED:** _____

H.H. COPY PUT IN MARK'S BOX: _____ **CONFIRMATION SENT:** _____

MUSEUM EMAILED TINA: _____

DATE CANCELLATION REQUESTED : _____ **TAKEN BY:** _____

***NOTES:** **Rescheduled :**_____

_____

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