FACILITY INFORMATION

Facility Name
Address
City, State, Zip
Phone

FACILITY CONTACT

Full Name
Title
Email
Phone

TOUR GUIDE CONTACT

Full Name
Title/Company
Email
Phone

TOUR INFORMATION

Tour Date & Time
Tour Length
Abstract (written description of the facility tour- 300-word max)

Learning Objectives (minimum 4) (what will the attendee learn on the tour)

Maximum number of people preferred on tour:

Special instructions or requirements for attendees to be on campus

Key Firms to be listed

- Architect of Record
- Landscape Architect
- Structural Engineer
- Electrical Engineer
- Civil Engineer
- Contractor
- Other
TOUR BROCHURE INFORMATION

Vision of School

Physical Attributes of School

How does School Fit into community?

Scope of work (brief)

Budgets (optional)

Floorplans
Map of grounds
3-5 images of School (attach separately)