



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)