

Field Trip Tour Request Form

Send completed forms to amy.cone@kctcs.edu

Submission of this form does not ensure a tour reservation. There is NO tour reservation until an official confirmation is received.

School/ Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Preferred Dates of Tour (please provide three date options):

1. _____ 2. _____ 3. _____

Type of Tour: Whole Campus Technical Only Specific: _____

Number of Tour Attendees: _____

Preferred Tour Schedule (please list the times you'd like to arrive):

Arrival: _____

We will confirm your estimated departure time in your confirmation email; however, for your own calculation please budget 2 hours for a whole campus tour and 1.5 hours for a technical only tour plus your lunch time (if applicable).

Dining Options: You may either bring your own lunches or (if available) our culinary department may be able to prepare lunch for \$5 per person.

Amount of time needed to eat (if applicable): _____

Will your group need to eat a meal while on campus? Yes No

Interested in discussing on-campus dining option? Yes No

Special Requests While Visiting Us:

ALL ITEMS BELOW ARE FOR ECTC STAFF USE ONLY:

Number of Tour Guides Needed (15-25 students per 1 tour guide): _____

Estimated Departure Time: _____

Finalized Date: _____ Room Requested: Recieved: _____ Set-Up:

Sent School Confirmation: Drop-Off/ Pick-Up Location: _____