



FORT GORDON Tour Request Form

Organization: _____

Contact Name: _____

Phone Number: _____ **Alternate Phone Number:** _____

E-mail: _____ **Alternate email:** _____

Street Address: _____

Requested date : _____ **Alternate date:** _____

Expected Time of Arrival: _____ **Expected Time of Departure:** _____

Group Size (including chaperones): _____

Age Range: _____

What type of transportation will the group have? Bus _____ Van _____

Areas of interest: _____

PLEASE NOTE:

All requests are processed on a first-come, first-served basis. If you do not submit an official request form, your group will not be scheduled.

All requests must be received no later than 45 days prior to requested tour date. Requests submitted less than 45 days prior to date requested may not be processed.

Groups must provide their own transportation and must be prepared to accommodate at least two additional people per vehicle upon arrival to base.

Completed forms must be submitted to the Fort Gordon Public Affairs office via fax (706) 791-2061, e-mail: anne.h.bowman.civ@mail.mil or mail: Public Affairs Office (PAO), IMSE-GOR-PA, Attn: Community Engagements, Building 33720, Darling Hall, Suite 382, 307 Chamberlain Avenue, Fort Gordon, GA 30905-5730.

All tours are tentative. Mission requirements, unavailability of facilities, or inclement weather can cause delays, rescheduling or cancellation of tour at any time.

For Official Use Only:

Date request received by PA: _____ By: _____

Date requester notified if approved/not approved: _____

Date of tour: _____