



# TOUR REQUEST WORKSHEET

Nellis Air Force Base, Nevada



**INSTRUCTIONS:** SUBMIT COMPLETED WORKSHEET TO NELLIS AIR FORCE BASE PUBLIC AFFAIRS CIVIC OUTREACH FOR ROUTING AND APPROVAL. PLEASE SUBMIT REQUESTS NO EARLIER THAN 90 DAYS PRIOR TO AN EVENT AND NO LATER THAN 30 DAYS PRIOR TO AN EVENT.

### REQUESTOR INFORMATION

Name/Title/Organization:

Email:

Office Phone:

Cell Phone:

### TOUR INFORMATION

Name of Group/Organization:

Group Description (e.g., ROTC cadets; civic leaders; military reunion group):

Requested Tour Date:

Estimated Group Size:

DVs/VIPs in Attendance?

Alternate Tour Date:

Foreign Nationals in Attendance?

On-Base Transportation Required?

Today's Date (i.e., date request submitted):

### PURPOSE OF VISIT AND JUSTIFICATION

Please state why your group wishes to visit Nellis and what you hope to accomplish:

### PROPOSED TOUR ITINERARY/EMPHASIS (OPTIONAL)

If you have a proposed tour itinerary, or desire to learn about a particular career field or mission, note here:

### ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 57 WG/PA CIVIC OUTREACH)

57 WG/PA Civic Outreach Approval:

PA Name/Rank/Phone:

Date:

57 WG/PA Leadership Approval:

PA Name/Rank/Phone:

Date:

Assigned PA Civic Outreach POC/Coordinator:

Assigned PA-trained Tour Escorts For Tour Day:

Sign When PA Notification to Requestor Complete:

PA Name/Rank/Phone:

Date:

Final Disposition: