

REQUEST FORM FOR A GROUP TOUR

To submit this form after it has been completed, fax it to the Office of Admissions and Orientation at 313-436-9167.

Date of Request: ____/____/____

Requested Date(s) for the Tour: _____

Available Times: _____

Requested Presentations & Activities: *(check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Campus Tour | <input type="checkbox"/> Preparing for College |
| <input type="checkbox"/> Career Services | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Student Activities |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Counseling & Support Services | |
| <input type="checkbox"/> Other <i>(please specify)</i> : _____ | | |

Name of School/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: _____ ext. _____ Fax: _____

Number of students: _____ Grade Levels: _____ Number of Staff: _____

Office Use Only

Confirmed Information:

Date of Tour: _____ Time of Tour: _____

Meeting Room(s): _____

Reminder Letter Sent: _____ Date: ____/____/____

Office Presentations Affirmed: ____ Reminder Email Sent: ____ Date: ____/____/____

Lunch Affirmed (if applicable): ____ Date: ____/____/____ Final Lunch Count: _____

Tour Guide(s): _____

Counselor to Present: ____ Outline Sent: ____/____/____ Reminder Sent: ____/____/____