

Today's Date: _____

**KEARNEY AGRICULTURAL RESEARCH & EXTENSION (KARE)
TOUR REQUEST FORM**

Tour Title: _____ No. of People: _____

Date of Tour: _____ Start time: _____ AM PM End time: _____ AM PM

Tour Requested By: _____ Phone: _____

Billing Instructions: _____

Flat rate for Tours: **\$250**. Cost includes setup and tour time.

Post event on public KARE Website Calendar: Yes No

Tour Trams _____ Bus _____ P.A. System _____ Other _____

Tour Guide: Field Station Staff _____
Name

Self

Special Requests: _____
Name

PLEASE CONFIRM ONE WEEK PRIOR TO TOUR.

A reasonable effort will be made to accommodate all requests for tours. In order to assist in scheduling, we ask that your request be submitted during the earliest stages of planning your event. Tour requests with lead times of less than 48 hours are often difficult to meet without disrupting the ongoing and planned research activities at Kearney. It is, therefore, often not possible to accommodate these unplanned or "walk-in" tour requests.

FOR OFFICE USE ONLY

Request received by: _____ Phone: _____

Date Confirmed: _____