



## 2009 Group Tour Planner /Update Sheet

### Attractions

Please complete this form and submit with any photos of your meeting rooms and 10 copies of any promotional materials that you use for meeting planners. Photos submitted digitally should be a minimum of 150dpi and free of any photo credits so that the VCB may use them in our marketing efforts.

Attraction: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Toll-Free: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### **Group Tour Information** (This information will be published in the Group Tour Planner)

Group Tour Hours: \_\_\_\_\_

Group Tour Size (How many people are considered a group?): \_\_\_\_\_

#### Group Tour Pricing:

- Adults: \_\_\_\_\_
- Students: \_\_\_\_\_
- Seniors: \_\_\_\_\_

Group Tour Comp Policy (How many complementary admissions per group?): \_\_\_\_\_

Do you offer a Step-On Greeting Service? \_\_\_\_\_

Do you offer gifts? \_\_\_\_\_ Docent-led Tours? \_\_\_\_\_ Approx. Length of Tour (Time): \_\_\_\_\_

Restrooms? \_\_\_\_\_ Handicap Access? \_\_\_\_\_ Motorcoach Parking? \_\_\_\_\_

Deposit / Reservation Policy: \_\_\_\_\_

Food Service Available? \_\_\_\_\_

**General Public Information** (This info will be used in house by the VCB)

Description: \_\_\_\_\_

\_\_\_\_\_

Hours: \_\_\_\_\_

Directions: \_\_\_\_\_

Pricing:

- Adults: \_\_\_\_\_
- Children: \_\_\_\_\_ Ages: \_\_\_\_\_
- Seniors: \_\_\_\_\_

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