

Today's Date: \_\_\_\_\_  
Date Entered: \_\_\_\_\_

# Orange Coast College Tour Request Form

## Contact Information

Name: \_\_\_\_\_  
School/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
OCC Contact: \_\_\_\_\_

## Event Information

Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Location (Meet students): \_\_\_\_\_  
Number of Visitors: \_\_\_\_\_  
School Chaperons: \_\_\_\_\_ Age/Grade: \_\_\_\_\_

## Special Instructions/Requests:

(Interest in specific program or brief talk by instructor/dean)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Instructor/Dean

Contacted: \_\_\_\_\_

(For brief presentation or classroom observation, please limit these to 5 mins.)

## Assigned Coast Navigators:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by tour  
guide upon completion of tour:

# of Visitor Information Cards  
returned: \_\_\_\_\_

For Office Staff only:  
Visitor information card(s)  
logged: \_\_\_\_\_

File: Tour Request Form/8-7-01

Tour Phone Line

E-Mail/Website Other