

**Guided Tour Request Form**

Please allow one business week to receive a response to request. Request forms can be submitted via email, fax or by mail.

|  |  |
| --- | --- |
| Contact Person Name | |
| Contact Phone | Contact Email |
| Group Name | |
| Address | |

**Have you visited us before?** YesNo **If no, how did you hear about our group trip opportunities?**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Number of people | Staff / Group Organizer |
|  |  |

**How many of each of the following will be attending?**

**Preferred Dates & Times**

 Programs are available from 10Am-3:30PM

|  |  |  |
| --- | --- | --- |
| ***1st Preference*** | ***2nd Preference*** | ***3rd Preference*** |
| Date | Date | Date |
| Time | Time | Time |

**Notes or Comments?**

Please note that this is not a program confirmation. This request form does not guarantee you the program, date or time requested

Above. Program is confirmed once you receive an invoice.

**CANCELATION POLICY**- We require a 1-week notice to cancel or reschedule programming. We will not issue a refund for cancellation

less than 1 week from the original field trip date.

**Mail Address**

Educational and Interpretive Programs

Sacramento History Museum

101 I Street

Sacramento, CA 95814

**Zoey Jennings**

**(916) 808-6896**

[**zjennings@cityofsacramento.org**](mailto:zjennings@cityofsacramento.org)

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