

**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?** [ ] Yes[ ] No **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**

Fax (916) 808-5100