



EDUCATIONAL TOUR FORM

1. **Tour Times:** Will take place? *Example- Date: 2/18/22 Time 11:00am*
2. **Arrival** the Institute staff will be ready to begin at the time selected by the tour group. If a tour group is running late, it should notify the Institute as soon as possible. If a tour group is more than 20 minutes late, the Institute will modify the tour to stay on schedule.
3. **Modifications and Cancellations** A tour group may modify its reservation more than three weeks prior to its scheduled tour. A group may cancel within 24 hours of the selected tour date. A tour group should give the Institute two hours' notice before canceling a tour due to inclement weather. If a tour must be canceled due to weather, the Institute will work with the tour group to reschedule its tour.

The Tom Lea Institute
(915)533-0048
hcobb@tomlea.net

Number of Students:

Date of Tour:

Special Requests:

Submitted by (Tour Group):

Accepted by (Institute Staff only):

Name

Date

Name

Date

Title/School Group

Title

Email

Cell