



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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