ANDREWS UNIVERSITY CAMPUS TOURS CONTRACT

CONTACT INFO

Name of group ____________________________ Contact person ____________________________

Email ____________________________ Cell phone ____________________________

Number in group ____________________________ Approximate ages ____________________________

Will you be bringing prospective students? ☐ Yes. If yes, how many: ____________________________ ☐ No

Date and time of arrival on campus: ____________________________ Time of tour: ____________________________ Time of departure: ____________________________

Area of special interest (please check all that apply): ☐ Andrews Airpark ☐ Center for Adventist Research ☐ Farm/Dairy
☐ Archaeological Museum ☐ Howard Performing Arts Center ☐ Pioneer Memorial Church ☐ Architecture ☐ Seminary ☐ Disk Golf
☐ Nathan Greene Exhibit/Art Gallery ☐ Other: ____________________________

As you plan your tour you may wish to view our virtual tour at andrews.edu/virtualtour. It may help you in determining all the sites you want to visit. Additionally, keep in mind that a walking tour of central campus takes approximately 1.5 hours and you will need to plan an additional half hour for each of these places: Archaeology Museum, Farm and Dairy, and the Center for Adventist Research.

Will your group need a translator? ☐ Yes – Language ____________________________ ☐ No

Tour Guide to meet your group at the following location to begin tour: ____________________________

Dining Services are available at a reasonable charge. If your group is interested in meal tickets, contact dianne@andrews.edu.

For overnight guest room accommodations, please call Guest & Convention Services at 269-471-3360 or email lodging@andrews.edu.

DISCLAIMER: We realize that unforeseen circumstances can alter your intended arrival on campus. For that reason, we will provide you with the cell phone number of your tour guide so you can call to change the time of your tour in case of emergency or unexpected delays. We will make every reasonable effort to accommodate you, but if you are more than 30 minutes late and have not contacted the number provided for your tour, your tour guide will be allowed to leave and your tour will be cancelled.

OFFICE USE ONLY

Tour guide assigned: ____________________________ Cell phone ____________________________

Confirmation call made by ____________________________ Date: ____________________________

Confirmation response received from group ____________________________ Date: ____________________________

Contact person: ____________________________ Date: ____________________________

Campus Entities Notified:

☐ Dining Services ☐ Guest & Convention Services ☐ Enrollment Management ☐ Facilities to be toured ☐ Group photo scheduled (IMC)