



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

Archaeology Museum Howard Performing Arts Center Pioneer Memorial Church Seminary Disc Golf

Architecture 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/Dairy and 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 Wilson at dianne@andrews.edu. To view hours and menu, go to andrews.edu/dining.

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 _____

Contact person _____ Date _____

Campus Entities Notified:

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