

BASE TOUR REQUEST WORKSHEET

Edwards Air Force Base, California



INSTRUCTIONS: Email completed Base Tour Request Worksheets to the 412th Wing Public Affairs Community Engagement team for routing and approval. (s531636@us.af.mil) Please submit requests **no earlier than 90 days and no later than 30 days prior** to the event.

REQUESTOR INFORMATION

Name/Title/Organization:

Email:	Office Phone:	Cell Phone:
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TOUR INFORMATION

Name of Group/Organization:

Group Description (e.g., ROTC cadets; civic leaders; military reunion group):	Requested Tour Date:	
Estimated Group Size: (Min 10 & Max 40)	DVs/VIPs in Attendance: Y/N	Alternate Tour Date:
Foreign Nationals in Attendance: Y/N	On-Base Transportation Required: Y/N	Today's Date (i.e., date request submitted):

PURPOSE OF VISIT AND JUSTIFICATION

Please state why your group wishes to visit Edwards Air Force Base and how the Air Force will benefit from your visit:

PROPOSED TOUR ITINERARY (OPTIONAL)

Do you have specific locations where you would like to go? Specific career fields or missions in mind?

ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY 412 TW/PA COMMUNITY ENGAGEMENT)

412 TW/PA Community Engagement Approval:	PA Name/Rank/Phone:
	Date:
Assigned PA Community Engagement POC/Coordinator:	
Assigned PA-trained Tour Escorts For Tour Day:	
Sign when PA notification to requestor has been completed:	PA Name/Rank/Phone:
	Date:
Final Disposition: Approve/Disapprove	

Contact Us:
412 TW Public Affairs
Community Engagement
305 E. Popson Avenue
Edwards AFB, CA 93524
661-277-3517

Email completed worksheet to:
s531636@us.af.mil