

## South Carolina National Guard

### Base/Facility Tour Worksheet



**Requested Date(s) of Event:**

**Requesting Organization:**

**Base/Facility Requested:**

**Requestor's Name and Title:**

**Contact Number:**

**Primary Tour Group Leader and Contact Number:**

#### **LOGISTICS:**

|   |                          |   |
|---|--------------------------|---|
| Requested tour start time:                              | Requested tour end time: | Expected number of attendees:                       |
| Expected audience (age ranges, communities, etc...):    |                          | Other participating organizations, schools, etc...: |
| Specific military assets requested to see on tour:      |                          | Any special needs of any attendees:                 |
| Form and number of transportation to the base/facility: |                          | Number of tour group leaders/chaperones:            |
| Any other notes of concern or request:                  |                          |   |

*The primary tour group leader understands that, while the service members of the base/facility will ensure as safe an environment as possible for the tour, the primary tour group leader is overall responsible for the safety and discipline of the tour group. Attendees are not to climb on, interact with, operate, or utilize equipment in any fashion unless told otherwise by the service member(s) leading the tour. The guiding service member can, at any point, ask that a group leaves if they become disruptive, do things they are not authorized to do, or interfere with operations occurring at the facility.*

**PLEASE EMAIL THIS FORM TO: [ng.sc.scarng.list.comrel@army.mil](mailto:ng.sc.scarng.list.comrel@army.mil)**

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Print Name of Primary Tour Group Leader

Signature

Date

#### **Point of Contacts for SC National Guard Public Affairs:**

Community Relations NCOIC: MSG Adam Raynor 803-299-4241 [adam.c.raynor.mil@army.mil](mailto:adam.c.raynor.mil@army.mil)

Public Affairs Director: MAJ Karla Evans 803-299-5304 [karla.n.evans.mil@army.mil](mailto:karla.n.evans.mil@army.mil)

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