

Tour Request Form

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Requested tour date and time:

Location: What projects would you like to see?

Organization Point of Contact: (Please include Name, Phone, and Email)

- 1. Please provide a description of the organization.
- 2. What is the purpose of the tour?
- 3. What do you hope to learn from the tour?
- 4. Will attendees need a technical tour or a general overview?
- 5. How many people will be attending?
- 6. Does the organization represent any other group or organization?
- 7. How many foreign visitors will be in attendance? (We will need a photocopy of their passport 60 days ahead of the tour in order to get security clearance. We will need their Name, Position, and Country.)
- 8. What type of transportation will you have? (Large non-Government groups may be required to provide their own bus.)
- 9. When does the group arrive in New Orleans?
- 10. What hotel will the group stay in?
- 11. How did you hear about the New Orleans District Tours?

(Please provide your own water.)

(<u>Personal protective equipment will be provided for groups that go into active construction sites)</u>
(You must wear long pants, closed toe shoes, and NO tank tops on construction sites.)

Contact: Public Affairs Office 504-862-2587

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