6 January 2021

**FROM:** 122 FW/PA

**SUBJECT:** Base Tour Request Form

1. Thank you for your interest in the 122d Fighter Wing! During your visit, you will see the A-10 Thunderbolt II, and learn about the mission of the Indiana Air National Guard. Please let us know if you have any special requests for your tour.
2. Tours will be scheduled on a first-come, first-served basis. The maximum number of tours allowed will be four per month. Please complete paragraph five of this form and email to [122.FW.FW.PA.Org@us.af.mil](mailto:122.FW.FW.PA.Org@us.af.mil). A Public Affairs representative will contact you to confirm receipt of your request and begin coordination if approved.
3. Although we make every attempt to honor tour requests, occasionally we may be unable to do so. We recommend requesting a tour at least one month in advance. Due to unforeseen circumstances, including inclement weather, we may be required to cancel a previously scheduled tour on short notice. In the event a tour is cancelled, we will make every effort to reschedule the tour as promptly as possible. We do not offer tours to individuals.
4. Due to safety requirements, you must provide one adult escort per 10 children less than 16 years of age. The maximum number of members per tour is 30. All members of the tour will be required to adhere to the safety and security stipulations outlined in the General Release form. Failure to adhere to these requirements will result in the immediate cancellation of the tour. Tours cancelled due to violations of the safety and security policy may not be rescheduled.
5. Please provide the following information:

Name of Group:

Contact Name, Number & Email:

Number of Adults: Number of Children:

Requested Date: Requested Time:

Special Needs or Accommodations:

Name (printed) Signature