

375th Airlift Wing Public Affairs  
101 Heritage Drive; Suite 38  
Scott AFB, Illinois 62225

# Instructions for Scott AFB Tour Request

*Thank you for your interest in a Scott Air Force Base tour. Please review all the criteria below before contacting us or filling out the request form.*

**Tour groups must meet the following requirements:**

**Age.** For safety reason, all participants must be at least 12 years old.

**Size.** Tours are limited to a minimum of 25 and a maximum of 45 participants (or the passenger capability of one commercial bus). Requests to split the tours into two days for larger groups will not be accommodated.

**Transportation.** Organizations must provide their own transportation. Tours are limited to one bus load. Requests to use multiple vehicles or large vans will not be accommodated.

**Dates.** Tours are only offered on Tuesdays or Thursdays on a first-requested, first-served basis.

**Meals.** Requests for lunch arrangements must be made, scheduled, and coordinated by the requestor. Options include the Nightingale Dining Facility and the Scott Club.

**Mobility.** Modified tours may be granted to those with limited mobility. However, this must be stated on the request. If not stated, it is assumed that walking and stair climbing is not an issue.

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-- Base tours are offered to local civic organizations, schools, and youth groups to educate its members about the United States Air Force and, more specifically, the missions of Scott Air Force Base.

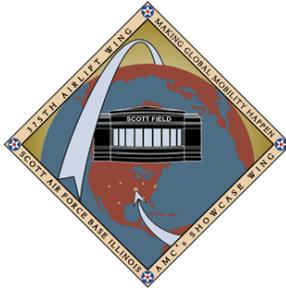
-- Typical stops along the tour route may include the air traffic control tower, the military working dog kennel, a fire station, the weather squadron, the dormitories, and the fitness center. Additional stops may be requested to better fit the group's interests, but are not guaranteed.

-- Tours are offered only on Tuesdays and Thursdays and will not exceed four hours to include a one-hour lunch break, if desired. Tours are not offered on the weekends.

-- Please note all tours may be cancelled at any time to meet mission requirements. Final confirmations may not be provided until two weeks prior to the tour date.

-- Requests for base tours must be submitted to the 375th Airlift Wing Public Affairs Office no later than three weeks prior to the desired tour date using the Base Tour Request Form. All requests are given equal consideration and are granted on a first-requested, first-served basis.

*If your group meets the following criteria, please fill out the next two pages and either fax it to 618-256-8837 or mail it to 375th Airlift Wing Public Affairs, Attn: Tour Request, 101 Heritage Drive, Suite 38, Scott AFB, Illinois 62225.*



375th Airlift Wing Public Affairs  
101 Heritage Drive; Suite 38  
Scott AFB, Illinois 62225

# Request for Scott AFB Tour

*Thank you for inquiring about Scott AFB community tours! We offer a variety of opportunities to illustrate exactly why we are a showcase installation for Air Mobility Command. Please fill out the following information in its entirety. Incomplete requests will not be reviewed. Please print this form and either fax it to **618.256.8837** or mail it to:*

**375th Airlift Wing Public Affairs  
Attn: Tour Request  
101 Heritage Drive; Suite 38  
Scott AFB, Illinois 62225**

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1. Requested Date(s): \_\_\_\_\_

2. Name of Requester: \_\_\_\_\_

3. Contact Phone Number of Requester: \_\_\_\_\_

4. Email Address of Requester (optional): \_\_\_\_\_

5. Anticipated time of arrival: \_\_\_\_\_

6. Name of Group: \_\_\_\_\_

7. Type of Group: \_\_\_\_\_

8. Location of Group: \_\_\_\_\_

9. Total Number in Group: \_\_\_\_\_

10. Age Range of Group Members: \_\_\_\_\_

11. Mobility Limitations of Group (if any): \_\_\_\_\_

\_\_\_\_\_

12. Reason for Visit: \_\_\_\_\_

13. Anything Specific the Group Would Like to See: \_\_\_\_\_

\_\_\_\_\_

14. Mode of Transportation Being Used: \_\_\_\_\_

15. Dining Requested In Itinerary:  None  Scott Club  Dining Hall

*Note: If requested, dining will be added to the itinerary. However, it is the responsibility of the requester to make arrangements with the facility managers (Scott Club Manager: 618-744-1333; Dining Facility Manager: 618-256-6206).*

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*Having filled out the following request, I understand that tour requests do not guarantee availability. Further, I understand that confirmed tours may be canceled or postponed with little to no notice due to heightened security postures or mission requirements. I am responsible for vehicle transportation, am limited to one commercial-size bus, and am accountable to request all meal requirements during my tour.*

Signature of Requester: \_\_\_\_\_

Date of Request: \_\_\_\_\_