

WOODBURY UNIVERSITY
LARGE GROUP VISIT CONTRACT

Please read the following information carefully. If you agree,
please complete the form and submit it to:
michelle.cullen@woodbury.edu.

- Woodbury University is not responsible for transportation or compensation for travel to/from the University.
 - Woodbury University is not responsible for any meal compensation.
 - Woodbury University can only accommodate requests from High Schools at this time.
 - Large group tours cannot be accommodated during the following dates **2016-2017**: 8/22-9/5, 11/23-11/28, 11/30-12/9, 12/19-1/09, 3/13-3/17, 4/26-5/12.
 - The visit must fall between the business hours of 8am-5pm PST, Monday-Friday.
 - Woodbury University will not be able to provide take away merchandise or gifts for students and faculty.
 - Large group tours cannot occur during the normal tour times of 10am & 3pm.
 - I understand that submitting this Request Contract does not guarantee that my request can be accommodated.
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Request Information

Date of Request: _____
School/Organization: _____
Name of Contact Person: _____
Title of Contact Person: _____
Contact Person Phone Number: _____
Contact Person Email: _____

**If chaperone is different from contact person, list name and contact info here:*

<i>Name</i>	<i>Email</i>	<i>Phone</i>
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Visit Information

Date of Visit: _____
Arrival Time: _____ Departure Time: _____
Total # of Students: _____ Total # of Faculty/Staff: _____

We would like a campus tour: Y / N _____
We would like an Admissions Presentation: Y / N _____

E-SIGNATURE HERE

Thank you for submitting your request. Please allow 2-3 business days for a response.