

# Group Visit Reservation Form

2011-2012

**\*\*Please note:\*\*** All group reservation requests must be received by the Admissions Office a **minimum of two weeks prior** to your date of choice and all groups must provide **1 chaperone per 10 students**. All group visits will receive a final confirmation packet from Jessica Eagan, Special Group Coordinator at Buffalo State College.

Name of Contact:\_\_\_\_\_ Phone:\_\_\_\_\_

Email:\_\_\_\_\_ Fax:\_\_\_\_\_

Organization Name:\_\_\_\_\_

Complete Organization Mailing Address:\_\_\_\_\_

\_\_\_\_\_

Number of students:\_\_\_\_\_ Number of chaperones:\_\_\_\_\_

Number of vehicles:\_\_\_\_\_

Date of choice:\_\_\_\_\_ Time of choice:\_\_\_\_\_

Alternate date:\_\_\_\_\_ Alternate time:\_\_\_\_\_

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Do you have additional special requests? If so, please write in the space provided:

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Please understand that tours of campus offered through the Undergraduate Admissions Office are “general” tours. Our staff does not have access to individual academic spaces on campus such as labs, studios, etc. To have more of a “specialized” tour, please contact the individual academic department you are interested in visiting.

Thank you for your request. I look forward to meeting you and your group!

Jessica L. Eagan,

Buffalo State College Group Tour Coordinator

[eganjl@buffalostate.edu](mailto:eganjl@buffalostate.edu) or 716-878-4408 (fax: 716-878-6100)