



Public & Congressional Affairs Office
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Redstone Arsenal Tour Support Form

Thank you for your interest in visiting Redstone Arsenal! Please complete the Redstone Arsenal Tour Support form and the Tour Request questionnaire and submit both forms to the Public and Congressional Affairs Office at least 60 days prior to the event dates. It is encouraged for tours to be reserved as soon as possible.

Tours are not normally conducted between December and February due to the possibility of inclement weather. The Community Relations Office reserves the right to cancel a group's tour the day of the scheduled visit due to unforeseen inclement weather.

Tours are not scheduled for weekends and federal holidays. The Public Affairs Office prefers Tuesday – Thursday tours. Tours may not begin earlier than 8 a.m. and must end no later than 4:30 p.m.

Please note that groups are limited to two tours per year. Additionally, Redstone Arsenal does not provide transportation for tours. The visiting group must provide adequate transportation to accommodate all members and accompanying tour guides. Each group member must bring a valid state issued I.D.

If your request is approved, then the group's POC must submit a finalized list of attendee names four working days prior to the tour. Also, due to the security restrictions of many of the sites on the arsenal, group members should be prepared to leave their electronic devices on their transportation during the tour. Visiting groups should arrive 15 minutes before the tour is scheduled to start.

Please have the event POC review and sign the following:

I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the Public Affairs Office will contact me to discuss this request prior to any commitment.

My signature certifies that I understand that requests are evaluated based on the needs of the U.S. Army and Redstone Arsenal. Completing this form does not confirm or guarantee approval or support. I also understand that there is always the possibility that operational commitments may preclude an approved request and scheduled tour may be cancelled on short notice due to the needs of the Army and mission requirements.

Printed Name: _____

Signature

Date





Redstone Arsenal Tour Request Form

1. SPONSORING ORGANIZATION:		2. REQUESTED TOUR DATE:	3. ALTERNATE DATE 1:
			4. ALTERNATE DATE 2:
5. GOAL OF YOUR VISIT TO REDSTONE ARSENAL:		6. ORGANIZATION'S WEBSITE:	
7. HOW DID YOU HEAR ABOUT REDSTONE ARSENAL'S TOURS?		8. PREFERRED LENGTH OF TIME FOR VISIT:	
		<input type="checkbox"/> 1-2 HRS <input type="checkbox"/> 3-4 HRS <input type="checkbox"/> 5-6 HRS <input type="checkbox"/> ANY	
9. PREFERRED TIME OF DAY FOR TOUR:		10. NUMBER OF TOUR MEMBERS:	11. AGES OF TOUR MEMBERS:
<input type="checkbox"/> 8 A.M. -12 P.M. <input type="checkbox"/> 12-4 P.M. <input type="checkbox"/> OTHER _____			
12. ARE ALL GROUP MEMBERS A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
13. GROUP COMPOSITION: PLEASE SELECT ALL THAT APPLY			
<input type="checkbox"/> POLITICIANS <input type="checkbox"/> LEADERSHIP ORGANIZATION <input type="checkbox"/> RETIRED MILITARY <input type="checkbox"/> ACTIVE MILITARY <input type="checkbox"/> JROTC <input type="checkbox"/> EDUCATORS <input type="checkbox"/> STUDENTS			
<input type="checkbox"/> INDUSTRY PROFESSIONALS (SPECIFY) _____ <input type="checkbox"/> CIVIC ORGANIZATION (SPECIFY) _____			
<input type="checkbox"/> OTHER _____			
14. ARE THERE ANY TOUR GROUP MEMBERS WHO HAVE PHYSICAL LIMITATIONS OR MEDICAL CONDITIONS WE SHOULD KNOW ABOUT?			
<input type="checkbox"/> NO <input type="checkbox"/> YES. (PLEASE EXPLAIN) _____			
15. A TEAM REDSTONE OVERVIEW BRIEFING WILL BE PROVIDED DURING THE TOUR. PLEASE SPECIFY ANY ORGANIZATIONS OR TOPICS THAT YOUR WOULD LIKE ADDITIONAL INFORMATION ABOUT:			
16. TRAVEL DETAILS:			
PLEASE NOTE THAT REDSTONE ARSENAL DOES NOT PROVIDE TRANSPORTATION FOR TOURS. THE VISITING GROUP MUST PROVIDE ADEQUATE TRANSPORTATION TO ACCOMMODATE ALL MEMBERS. ADDITIONALLY, EACH BUS/VAN/AUTOMOBILE MUST HAVE TWO SEATS FOR THE ACCOMPANYING TOUR GUIDES. EACH GROUP MEMBER MUST BRING A VALID STATE ISSUED I.D.			
17. PLEASE SELECT YOUR MODE OF TRANSPORTATION TO REDSTONE ARSENAL:		18. NUMBER OF VEHICLES FOR TRANSPORTATION:	
<input type="checkbox"/> BUS <input type="checkbox"/> VAN <input type="checkbox"/> CAR (WINDSHIELD TOUR NOT AVAILABLE FOR THIS OPTION)		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+	
19. TOTAL NUMBER OF SEATS AVAILABLE ON TRANSPORTATION:	20. ARE THERE AT LEAST (2) SPARE SEATS FOR TOUR GUIDES? <input type="checkbox"/> YES <input type="checkbox"/> NO		21. DOES YOUR TRANSPORTATION HAVE A PA SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO
22. ADDITIONAL DETAILS:			
NAME OF EVENT ORGANIZER: _____		AFFILIATION WITH GROUP: _____	
PHONE NUMBER: _____		CELL PHONE: _____	
		FAX: _____	
EMAIL: _____		MAILING ADDRESS: _____	

PLEASE SUBMIT YOUR COMPLETED FORM VIA FAX OR EMAIL 30 OR MORE DAYS PRIOR TO REQUESTED TOUR DATE
 TO THE REDSTONE ARSENAL PUBLIC AND CONGRESSIONAL AFFAIRS OFFICE: ATTN: IMSE-RED-PA
 PHONE: (256) 876-4161 EMAIL: usarmy.redstone.imcom.list.garrison-pao@mail.mil
****PLEASE NOTE THAT GROUPS ARE LIMITED TO TWO TOURS PER YEAR****