

# RICHARD NIXON

PRESIDENTIAL LIBRARY AND MUSEUM

## EDUCATION TOUR RESERVATION REQUEST FORM

| Contact Information  |   |                             |
|--|---|-----------------------------|
| <b>Contact Name</b>  |   |                             |
| <b>School Name and Address</b>   |   |                             |
| <b>School District</b>   |   |                             |
| <b>Cell Phone</b>  | <b>School Phone</b>                                 | <b>Email Address</b>        |
| <b>Preferred Method of Contact?</b>  |   | <b>Best Time to Call?</b>   |
| Reservation Details  |   |                             |
| <b>Number of Students</b>  | <b>Grade Level(s) of Students</b>                   |                             |
| <b>Number of Teachers</b>  | <b>Number of Chaperons</b>                          |                             |
| <b>Date Requested</b>  | <b>Time Requested</b><br><i>(please circle one)</i> | <b>10:00 AM OR 10:30 AM</b> |
| <b>First Alternate Date</b>  | <b>Time Requested</b><br><i>(please circle one)</i> | <b>10:00 AM OR 10:30 AM</b> |
| <b>Second Alternate Date</b>   | <b>Time Requested</b><br><i>(please circle one)</i> | <b>10:00 AM OR 10:30 AM</b> |
| <b>Remarks</b> <i>(Please let us know if there are special needs and accommodations, including specific topics you would like us to cover. We'll do our best to address)</i> |   |                             |
| Below Section for Administrative Use Only  |   |                             |
| <i>Received:</i>   | <i>Scheduled:</i>                                   | <i>Confirmed:</i>           |

You may submit this form by fax or mail using the contact information provided above or by email at [NixonEducation@nara.gov](mailto:NixonEducation@nara.gov).

*Updated 11/10/16*

Richard Nixon Presidential Library and Museum  
National Archives and Records Administration  
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