

Department of Commerce
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David C. Toland, Lt. Governor/Secretary

Laura Kelly, Governor

TOUR REQUEST FORM

Date of Tour: _____ Length of Tour: _____

Best Time for Tour: _____ AM _____ PM _____ ANY

Tour Facility Name: _____

Tour Facility Address: _____

City: _____ State: _____

Is the Tour _____ Inside? _____ Outside?

Name of person making request: _____ Title: _____

Cell Number: _____ Email: _____

Site Contact Name: _____ Site Contact Cell Phone: _____

Tour Open to Public? _____ YES _____ NO

Tour Open to Media? _____ YES _____ NO

Special Attire Requirements for Tour: _____

Purpose of Tour: _____

Who will accompany the Lt. Governor/Commerce Secretary on this Tour? _____

Other Dignitaries/Guests in Attendance: _____

Please submit completed form to:

Leisa Shepherd, Executive Assistant

If you have questions, email Leisa at Leisa.Shepherd@ks.gov or call her at (785) 368-8657.