

Group Visit Reservation Form

2009-2010

****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 letter from Jessica Eagan, Special Group Coordinator at Buffalo State College.

Name of Contact: _____ Phone: _____

Email: _____ Fax: _____

Organization Name: _____

Organization Address: _____

Number of students: _____ Number of chaperones: _____

Number of vehicles: _____

Date of choice: _____ Time of choice: _____

Alternate date: _____ Alternate time: _____

Visit Information

(Please circle your answers)

Would you like an admissions presentation? Presentation is approximately 45 minutes in length and covers general admissions and Buffalo State College information. YES or NO

Would you like a campus tour? Campus tours DO NOT highlight particular offices or departments. Each tour is approximately one hour in length. YES or NO

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

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

Jessica L. Eagan,

Buffalo State College Group Coordinator

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

Group Visit Checklist

Is the visit added to your calendar to avoid conflicts? Date: _____

Is the conference room reserved? Date: _____

Who is presenting to the group? Name: _____

Has the written confirmation and parking pass been sent? Date: _____

Has Leo been reminded to set up the room? Date: _____

Has Jenn/Sue been given the visit info? Date: _____

Which Ambassadors will be touring the group?:

1.) _____

4.) _____

2.) _____

5.) _____

3.) _____

6.) _____