



News Plaza, Box 15000, Albany, NY 12212

Fax: 518.454.5754

www.classroomenrichment.org

NEWSPAPER TOUR REQUEST FORM

Please complete all fields in **bold**.

SCHOOL/ORGANIZATION NAME: _____

ADDRESS: _____

GRADE/AGE GROUP*: _____ **SUBJECT:** _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

TEACHER/LEADER: _____

E-MAIL ADDRESS: _____

May we use your e-mail address to send you future information about the Classroom Enrichment Program? Yes No

DATE(S) AND TIMES REQUESTED*

FIRST CHOICE _____ **SECOND CHOICE** _____

NUMBER OF STUDENTS: _____ **NUMBER OF ADULTS:** _____

Please circle the appropriate response.

Is this your first Times Union tour? Yes No

Do you currently receive newspapers as part of the Classroom Enrichment Program? Yes No

Are you aware of the programs offered by the Classroom Enrichment Program? Yes No

Would you be interested in receiving information about other programs offered by the Classroom Enrichment Department? Yes No

Is it ok to photograph your group during the tour? Yes No

Please note that all photographs will be used on the Classroom Enrichment website and other promotional materials.

SIGNATURE _____ **DATE** _____

**Due to insurance regulations, tours cannot be conducted after 5:00 p.m. or for children younger than 10 years old.*

