



Adult Group/Tour Operator Reservation Request Form

Please complete this form, make a copy for your records and mail or fax to 217-544-8711.

kim.connor@springfield.il.us
800-545-7300 ext 154

Group Manager /Kim Connor
Springfield Convention & Visitors Bureau
109 N. 7th Street, Springfield, IL 62701

Today's Date: _____



Please **PRINT**

Groups of 15 or more are required to have reservations through our office.

All adult tour reservations must be requested in writing on this form. To expedite processing your tour schedule, **be sure the form is complete.** While all reservation requests are processed & returned as soon as possible, due to the number of requests to tour the sites, **please request no later than 6 weeks prior to your date of trip.** If at all possible; earlier submission (approx. 3 months or more) increases availability of sites, & increases the probability for your desired schedule. **Please allow about 2 weeks for schedule.** We thank you in advance for your patience.

Group Name _____

Contact Name _____

Tour Company Name (if applicable) _____

Company or Contact Name Street Address _____

City/State/Zip _____

Telephone: _____ Fax# _____

E-Mail _____

(If provided this e-mail address will be used to send the schedule confirmation)

Preferred Tour Date

1st day of touring _____ 2nd day of touring _____ Alternate date options (if any) _____

Is your group overnighing in Springfield? Y/N Location _____

I would like assistance scheduling my overnight. _____

Touring Times: Earliest Starting _____ Latest Ending _____

Day 2: Earliest Starting _____ Ending _____

Is this your final destination? _____ If not, where? _____

Transportation: Bus _____ Other: (train, walking, car, van, etc.) _____

Indicate below the total number of people on each bus. Out of necessity, each bus is scheduled separately. However, every attempt will be made to keep the group together whenever possible.

Bus#1 _____ Bus #2 _____ Bus #3 _____ Bus #4 _____ **Total number in group** _____

Tour Group (circle all that apply): ADULT INTERNATIONAL

COLLEGE TOUR OPERATOR

ADDITIONAL INFORMATION REQUESTED ON REVERSE SIDE

Site Selections: Please number your choice in priority order (1 being the most important site to visit). Site tour times are approximate & scheduling includes 15 minutes travel time to and from sites. For more information regarding these sites check out our Springfield Visitor Guide or www.visitspringfieldillinois.com.

++Lincoln Presidential Museum _____ 2.5 hours or more: (**\$7pp.**) Billing is done by the Museum 30 days prior to visit, therefore please submit your schedule request no later than 6 weeks in advance and earlier if at all possible. *Restaurant located inside, 217-801-8071 for more information visit www.presidentlincoln.org*

+**Illinois State Capitol** 30 min. _____ ++ **Illinois State Museum** 60 min. _____
 *+**Old State Capitol** \$4/30 min. _____ *+ **Lincoln Herndon Law Office** \$4/ 45 min _____
 +**Lincoln Home** 50 min. _____ **++ **New Salem State Historic Site** \$4/ 2 hrs. _____
 +**Lincoln Tomb** 30 min. _____ **IL WWII/Vietnam/Korean War Mem.** 20min. _____


*Hours: Mar. - Oct. 9-5; Nov. - Feb. 9 - 4 * Closed Sun. & Mon. ** Closed Mon. & Tues.

*Seasonal hours: open daily for 2010 from April 16th-Labor Day.

++ **Self guided w/ docents throughout.** + **Guided.**

Only the sites listed above are scheduled through the **Convention & Visitors Bureau**. If you are interested in visiting any of the sites/attractions below, we recommend you schedule with them directly, prior to submitting this request. List them and the confirmed time you will be touring so that we may schedule around them. _____

Special Requests: _____

Please circle any attraction listed that you would like regarding more information, or check out our website @ www.visit-springfieldillinois.com. 

Shea's Rt. 66 Museum/Cozy Drive-In 217-789-2360 (group tours)	Henson Robinson Zoo 217-753-6217	Executive Mansion 217-782-6450
Frank Lloyd Wright Dana-Thomas House 217-782-6776	IL State Military Museum 217-761-3910	Vachel Lindsay Home 217-524-0901
Edwards Place 217-523-2631	Lincoln Memorial Garden 217-529-1111	
Washington Park Botanical Gardens 217-753-6228	Thomas Rees Carillon 217-753-6219	

Restaurant Info needed: Lunch or Dinner / Fine Dining or Casual/ over \$15 or under.

DESIRED TIME FRAME BLOCKED FOR LUNCH:

Approximate: Starting Time _____ Lunch Ending _____

Special Needs (Indicate: wheel-chair accessibility, visual or hearing impaired, medical room, etc): _____

PLEASE MAKE A COPY FOR YOUR RECORDS