



# 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*

Group Manager /Kim Connor  
Springfield Convention & Visitors Bureau  
109 N. 7<sup>th</sup> 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

1<sup>st</sup> day of touring \_\_\_\_\_ 2<sup>nd</sup> day of touring \_\_\_\_\_ Alternate date option (if any) \_\_\_\_\_

Is your group overnighing in Springfield? Yes \_\_\_ Location \_\_\_\_\_

No \_\_\_\_\_ 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](http://www.visitspringfieldillinois.com).

**++Lincoln Presidential Museum** \_\_\_\_\_ 2.5 hours or more:(Group rate \$5.50 all payments done through the ALPLM.) All billing is done by the Presidential 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, please see website @ [www.alplm.org](http://www.alplm.org) for more information.*

**+Illinois State Capitol** 30 min. \_\_\_\_\_ **++ Illinois State Museum** 1 hour \_\_\_\_\_  
**\*+Old State Capitol** \$2/30 min. \_\_\_\_\_ **\*+Lincoln Herndon Law Office** \$2/ 45 min \_\_\_\_\_  
**+Lincoln Home** 50 min. \_\_\_\_\_ **\*\*++ New Salem State Historic Site** \$2/ 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 2007 from April 16<sup>th</sup>-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](http://www.visit-springfieldillinois.com).

<b>Shea's Rt. 66 Museum/Cozy Drive-In</b> 217-789-2360 (group tours)	<b>Henson Robinson Zoo</b> 217-753-6217	<b>Museum of Funeral Customs</b> 217-544-3480
<b>Frank Lloyd Wright Dana-Thomas House</b> 217-782-6776	<b>IL State Military Museum</b> 217-761-3910	<b>Thomas Rees Carillon</b> 217-753-6219
<b>Edwards Place</b> 217-523-2631	<b>Lincoln Memorial Garden</b> 217-529-1111	<b>Vachel Lindsay Home</b> 217-524-0901
<b>Executive Mansion</b> 217-782-6450	<b>Washington Park Botanical Gardens</b> 217-753-6228	

**Restaurant Information needed:** Lunch or Dinner - Fine Dining / Casual? \_\_\_\_\_

**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**