

THE WHITE HOUSE

WASHINGTON

Tour Request From The Office Of The First Lady

Today's Date: _____

TO: Melinda Bates
Director, Visitor's Office
100 EW

This is a request for a group tour of the White House.

Day/Date(s) Requested: _____

Group Name: _____

Number in Group: _____

Person in Charge: _____

In Charge Phone: day () -
 eve () -
 local, when visiting () -

Age range: _____ grade(s) _____; # students _____; # adults _____

Prefer, if available: 8 am guided _____; 9:45am self guided _____; Afternoon _____

Language, if other than English _____

Special needs (hearing-impaired, visually impaired, # in wheelchairs, etc.)

Tour is requested by: _____

Priority of Group to FLOTUS: _____

Meeting with FLOTUS? _____

Comments: _____

Requested by: Eric Woodard -- Phone 66266, Fax 66244 -- OEOB 100