

**TOUR CHECK LIST**  
**(for normal school-type tours)**

- Scheduled on Wednesday and Thursdays only
- Scheduled between the hours of 7:00 a.m. and 3:00 p.m.
- 40 persons maximum
- Must have 1 adult for every 10 students
- No one under the age of 8 is allowed to participate in tour
- Sponsors bring a list of all participants
- Tours last 1 ½ hours when watching video prior to tour  
1 hour if video is watched at sponsor's facility (conference room not available)
- No open toed shoes or flip flops are allowed

Tour Guides to be used / notified for tour:                      One (1) tour guide for each group of 10

Operators – see what relief crew is working on scheduled date & obtain as many guides from the relief crew as possible. If not enough operators are available to handle the tour, then ask:

Jamie Symmonds  
Will Sramek  
Chris Swan

Gary Shrader  
Robert Wells  
Emily Vsetecka

Notify the following individuals that a tour has been scheduled by supplying them with a copy of the letter sent to the sponsor:

Steve Moss  
Paul Reynolds  
Joe Rosas  
Jeff Jervis  
Paula Flores

Corey Linville  
David Heiser  
Rob Adams  
Chuck Fischer  
Shift Supervisors

Doug Gray

Info to obtain from Sponsor:

Contact Name: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Tour Date & Time: \_\_\_\_\_

Agency / Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Video to be mailed?     Yes             No

Confirmation Letter Sent:

**TOUR CHECK LIST**  
**(for Prestigious / Diplomatic-type tours)**

- Check Kyle's calendar for availability of tour dates
- Check conference room calendar for availability of room for video / power point presentation
- Sponsors bring a list of all participants
- No one under the age of 8 is allowed to participate in tour
- No open toed shoes or flip flops are allowed

Tour Guides to be used / notified for tour:

Kyle Nelson  
Steve Ricard  
Derek Seacat  
Dan Johnson

Corey Linville  
David Chaney  
Paul Reynolds  
Jamie Symmonds

Upon instruction from Kyle:

Steve Miller

Clare Gustin

Notify the following individuals that a tour has been scheduled by supplying them with a copy of the letter sent to the sponsor:

Steve Moss  
Paul Reynolds  
Joe Rosas  
Jeff Jervis  
Paula Flores

Corey Linville  
David Heiser  
Rob Adams  
Chuck Fischer  
Shift Supervisors

Doug Gray

Info to obtain from Sponsor:

Contact Name: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Tour Date & Time: \_\_\_\_\_

Agency / Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Video to be mailed?  Yes  No

Confirmation Letter Sent: