Greetings from the Alliance Partnership at Colorado State University. It is our pleasure to work with you to meet the needs of your group during your visit to campus. Please read through and answer the following questions so that we can facilitate your request. We can then connect by phone or by e-mail to review your request and confirm plans for your visit. A confirmation letter and map will follow by e-mail.

**Group Name:**
**Today’s Date:**

**Main Contact(s), including phone/cell phone/email:**

**Notes:**

**Purpose (please prepare students to represent your school with positive conduct and be ready to learn):**
- What is the purpose of your visit?
- Are students aware of this purpose?

**Priority Reservation Dates:**
- Fall (May 1 – September 30)
- Spring (September 1 – January 31)

- On which date would you like to visit?
- Do you have alternate available dates?

*Note: All visit requests must be submitted at least 3-4 weeks in advance or earlier, if possible. Dates are often booked months before.* We make every attempt to accommodate your preferred visit dates. However, we do operate on a first confirm/first choice basis for all campus visits. Therefore, your rapid reply by email or phone communication will provide the best results for all involved.

**Timeline:**
- What time do you anticipate arriving on campus?
- What time will you need to depart?
- Have you allowed for plenty of travel time (including rest stops, parking, walking time, etc.)?
- Which agenda option would you prefer?

**Group Visit Agenda Options:**

**Morning Option (best):**
- 9:30 AM: Arrive at CSU
- 9:45 AM: Admissions Information Session
- 10:45 AM: Guided Campus Tour
- 12:15 PM: Lunch with Alliance Scholars
- 1:15 PM: Departure

**Afternoon Option:**
- 12:00 PM: Arrive at CSU
- 12:15 PM: Lunch with Alliance Scholars
- 1:00 PM: Guided Campus Tour
- 2:30 PM: Admissions Information Session
- 3:30 PM: Departure

**Evening Option:**
- 2:15 PM: Arrive at CSU
- 2:30 PM: Admissions Information Session
- 3:30 PM: Guided Campus Tour
- 5:00 PM: Dinner with Alliance Scholars
- 6:00 PM: Departure
Planning for a Successful Group Visit Experience at Colorado State University – Alliance Partnership

Transportation:
How will you travel to campus? Bus(es)? Van(s)? Car(s)?
Have you confirmed transportation availability with your organization?

Budget:
The Alliance Partnership has limited funding available to assist you with your on-campus visit. Please include specific information about what your school can provide and what assistance you may need.

Number of Students:
How many students will attend, and what is/are their grade level(s)?
Have you planned for at least one sponsor for every 12-15 students?
Are there any other unique qualities about your group we should know about in order to assist in planning your visit?

Food and Lodging:
Will students need to eat before, during, or after your visit? Please select your meal preference:

- Meals will be taken off-campus on our own.
- Lunch in the Lory Student Center Food Court (each student is on their own to purchase meals).
- Lunch on the Bus (in a rush, students can bring their lunch or grab a lunch to-go)
- Lunch or dinner in a campus dining center, as part of the standard campus tour (generally paid for by the Alliance Partnership)

Will you require lodging? Please note, on-campus housing is never available for campus tour groups. Lodging is available through local hotels. Limited funding may be available, by request.

Now that you are ready to schedule your visit, please call Andrea Bazoin (pronounced “Bahz-Wah”), Assistant Program Coordinator for Alliance Partnership, at (970) 491-2851 to discuss your request, or send an e-mail to andrea.bazoin@colostate.edu. We look forward to working with you and welcoming your group to campus.

Go Rams!

Additional Notes: