



# Learning in Retirement Tour Proposal Form



Complete entire form and return to Curriculum Chair or  
Office of Continuing Education and Extension – LIR, 800 Algoma Blvd. - D345, Oshkosh, WI 54901

Tour title: \_\_\_\_\_

Tour Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Min. Enrollment: \_\_\_\_\_ Max. Enrollment: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Tour description:

**Tour Itinerary:** Indicate all locations of stops to include address, name of contact person and phone number. Please note start time of performance and/or presentation.

<b>Type of Transportation:</b>	Coach Tour	School Bus Tour	Carpool
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**Coach / Bus Arrival time:** \_\_\_\_\_ **Depart time:** \_\_\_\_\_ **Return time:** \_\_\_\_\_

**Tour Fees:** List all fees to be included in cost. *Note: transportation and administrative fees will be added by office to calculate final cost for the tour.*

**Meal: \$** \_\_\_\_\_ **Performance Ticket: \$** \_\_\_\_\_ **Admission Fee:\$** \_\_\_\_\_ **Other: \$** \_\_\_\_\_

**Please include any special arrangements that need to be communicated in Final Arrangement letter:**

\_\_\_bring own meal    \_\_\_outdoor activity    \_\_\_special dress    \_\_\_ extensive walking

other: \_\_\_\_\_