



Joint Base Charleston Tour Request Form

Tours will only be conducted on Tuesdays, Wednesdays, or Thursdays during normal duty hours.
Tour requests must be submitted 30 days prior to requested dates.

Today's Date Requester Name

Phone Number Email

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Primary Requested Tour Date & Time 1st Back-up Date 2nd Back-up Date

Requester Organization Number of People
(Min = 15, Max = 40)

Description of Tour (i.e. purpose/who is it for/what you hope to see)

JB CHS Community Relations Personnel Fill in Below

Date Received Initials Approved or Not Approved

If NOT Approved, Explain Why

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Approved Tour Date & Time Date

