



130th Airlift Wing Base Tour Request Form

McLaughlin Air National Guard Base

1679 Coonskin Drive, Charleston, WV 25311

(304) 341-6249

Visit us on the web at www.130aw.af.mil



Please call with the following information OR mail your request to the address above OR email your request to 130.aw.publicaffairs@us.af.mil

ORGANIZATION NAME: _____

TYPE OF ORGANIZATION: _____

GROUP POINT OF CONTACT: _____

ADDRESS: _____

EMAIL: _____ CELL: _____ WORK: _____

DATE REQUESTED: _____ ALTERNATE DATE: _____

GROUP SIZE (MAX 40): _____ GROUP GRADE(S)/AGE(S) _____

OF ADULTS (10 AND Older): _____ # OF YOUTH (UNDER 18) _____

MODE OF TRANSPORTATION: _____

PURPOSE FOR VISIT/TOUR: _____

SPECIAL REQUIREMENTS/ACCOMMODATIONS: _____

IMPORTANT INFORMATION REGARDING BASE TOURS:

- No tours will be given on drill weekends, federal holidays or during exercises.
- Tours are limited to not more than two hours; please arrive 10min prior to your scheduled time.
- All requests are processed on a first-come, first-serve basis.
- Tour participants are not permitted to operate military equipment when there is a safety risk.
- Tour participants must be under the supervision of an adult escort and military escort at all times.
- Tour participants will follow the direction of the military escort at all times.
- Tour participants 18 and older must present a valid driver's license/ID card to be allowed on the base.
- Tours are subject to change or cancellation depending on mission requirements.
- Initial in the space to indicate understanding and agreement with the above directives.

*****FOR INTERNAL USE ONLY*****

DATE RECEIVED: _____

TOUR GUIDE(S)/SPONSOR(S): _____

INFORMED OF GROUND RULES: _____

DATE OF TOUR: _____

EVENT/ACTIVITY

TIME

CONFIRMED/POC