

**UNITED WAY OF GREATER KNOXVILLE  
TOUR REQUEST FORM**

(circle one) M - T - W - T - F

\*Note: Average time of an agency visit is 45 minutes, which includes drive time

\*Tour Date: \_\_\_\_\_ \*Depart Time: \_\_\_\_\_ \*Return Time: \_\_\_\_\_

\*Company Name: \_\_\_\_\_

\*Company Contact: \_\_\_\_\_ \*Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Number of People: \_\_\_\_\_ \*How many Agencies do they want to visit? \_\_\_\_\_

Pertinent Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Submitted By: \_\_\_\_\_ \*Phone: \_\_\_\_\_

***Loaned Exe. - Please use a separate form for each DAY of tours. United Way staff will fill-out tour information below.***

**Agency:** \_\_\_\_\_ **Tour Time:** \_\_\_\_\_ to \_\_\_\_\_  
1. \_\_\_\_\_

Confirmed with: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Tour Time:** \_\_\_\_\_ to \_\_\_\_\_  
2. \_\_\_\_\_

Confirmed with: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Tour Time:** \_\_\_\_\_ to \_\_\_\_\_  
3. \_\_\_\_\_

Location Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Confirmed With: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Questions???**

**Agency:**

**Tour Time:**

4. \_\_\_\_\_ to \_\_\_\_\_  
Confirmed with: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Agency:**

**Tour Time:**

5. \_\_\_\_\_ to \_\_\_\_\_  
Confirmed With: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location Contact \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Agency:**

**Tour Time:**

6. \_\_\_\_\_ to \_\_\_\_\_  
Confirmed With: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Agency:**

**Tour Time:**

7. \_\_\_\_\_ to \_\_\_\_\_  
Confirmed With: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

**Questions???**

Contact Debbie Black at 521-5563 Fax: 522-7312 Email: [blackd@unitedwayknox.org](mailto:blackd@unitedwayknox.org)