

# SCAD Hong Kong Group Tour/Workshop Request form

# SCAD

The University for Creative Careers

Group tours and/or workshops are offered most days of the week at SCAD Hong Kong for up to 30 students, along with their educators, pending availability. Led by your own personal tour guide, the tour is customized to the interests of your group. Due to scheduling conflicts, time of year or the size of your group, it is possible that your request may not be granted. Submit this form to Pinky Li at [pli@scad.edu](mailto:pli@scad.edu), and you will receive a follow-up email as soon as possible. Allow between one and two weeks for requests to be fulfilled. Group tour and/or workshop requests are not confirmed until a confirmation email has been received. For more information, call 852.2253.8044 in Hong Kong.

Today's date: \_\_\_\_\_

Organization name: \_\_\_\_\_

Organization type:    Secondary school    University

Other: \_\_\_\_\_

Organization address: \_\_\_\_\_

City: \_\_\_\_\_

Contact name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Work phone: \_\_\_\_\_    Cellphone: \_\_\_\_\_

Arriving by:    Shuttle bus    Public transportation

Requested tour date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Requested tour time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Alternate tour date 1: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Alternate tour time 1: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Alternate tour date 2: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Alternate tour time 2: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of students: \_\_\_\_\_    Number of educators/chaperones: \_\_\_\_\_

Has your group previously visited SCAD Hong Kong?    Yes    No

Would you like to have lunch during your visit?    Yes    No

Program interests: \_\_\_\_\_    Additional requests/special needs: \_\_\_\_\_

## Internal Use Only

Confirmed:    Yes    No    Date/Time: \_\_\_\_\_

If no, list reason: \_\_\_\_\_

Was an alternate date selected?    Yes    No    Date: \_\_\_\_\_

Salesforce:    Confirmed    Attended    RME Number: \_\_\_\_\_