



Shaw Air Force Base Tour Request Form

Please return completed requests to: 20FWPublicAffairs@us.af.mil

INSTRUCTIONS: All tour requests must be received NO EARLIER THAN 90 DAYS and NO LATER THAN 30 days prior to all tours.

I. Sponsoring Organization Info

Requester name:	Requester organization:
Number of attendees:	Desired date:
*Arrival time:	Departure time:
Age range of group:	E-mail address:
Telephone number:	Cell number:

*If a group is more than 15 minutes late for their tour, it may be cancelled and not be rescheduled.

II. Please check off the base organizations that your tour group is interested in:

Dormitories	Fire Department	MQ9 – 25th ATKG
F-16 Viper Demo Team	Engine test facility*	Weather Squadron
Aircraft Weapons	Security Forces weapons / K9 demo	Officer Q&A
Air Traffic Control Tower*	Logistics/Deployment Processing	Enlisted Q&A
Fighter Squadron / Maintenance	Engine Repair Backshop	Civil Engineer / EOD
Other (Please list):		

* Indicates a facility with a limit of 20 people due to limited space

III. Where would you like to have lunch?

~~Dining Facility (DFAC), only military affiliated groups and cash only. (UNDER RENOVATION)~~
Memorial Lake (bring your own lunch)
BX Food Court – Burger King, Taco Bell, Subway, Bun-D
No lunch requested

IV. Will you be bringing your own transportation?

Yes. *If yes, what type?*
No, we request a bus. (LIMITED AVAILABILITY)

V. Miscellaneous:

Give any other significant information such as special requirements, handicap needs, etc.

Base Tour Policy:

- With limited flexibility, tours may be requested for Tuesdays, Thursdays, and Fridays (excluding federal holidays) and will begin no earlier than 9 a.m. and end no later than 3 p.m.
- Tour groups must be comprised of at least 12 members, but no more than 40 (including chaperones).
- Only one tour per organization/school, per year.
- Tour group members must be at least 12 years of age or older.

Requesting a Base Tour:

- Requests are granted on a first-come, first-served basis.
- Tours will not be approved/coordinated until this completed tour request form is received.
- If 20th Fighter Wing Public Affairs hasn't confirmed receipt of your request form within a week of submission, please follow up by calling 803-895-2019 or by sending another email to 20FWPublicAffairs@us.af.mil. Sending/receiving a request form does not confirm your tour date; a member of 20th FW/PA must also verify the date with you to confirm.
- ROTC and JROTC cadets in uniform are expected to conform to Air Force dress and appearance standards, including proper haircuts and hairstyles.
- A list of all individuals ages 18 and over without a DoW Common Access Card (to include bus drivers and chaperones) must be submitted to 20th FW/PA to initiate a background check to grant base access. These individuals **must possess a REAL ID-compliant or other federally recognized credential**, or they will not be allowed on base. The list must include the full name, date of birth, and social security number of each individual (sorted alphabetically by last name). This list must be submitted **no later than 7 days** prior to the tour date. If not, the tour will be liable for cancellation.
 - **PLEASE NOTE:** While individuals under the age of 18 are not required to present a REAL ID, it is still recommended that they carry some form of ID, as Security Forces may question individuals who look to be 18 or older. A school ID or license/permit would suffice.
- If a group is more than 15 minutes late for their tour without notice, the tour will be liable for cancellation.
- **SHAW RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS AT ANY TIME DUE TO MISSION REQUIREMENTS.**