

Tommy's Tours Example Request and Process Tips

Please review the following example process to ensure that your organization's requested dates adhere to our confirmation process. When submitting your tour request, you will be asked for information such as the group name, day of contact information, and, most importantly, your preferred visit dates/times. The scheduling process and key terms to consider are outlined below. **We recommend planning in reverse chronological order as you assess your requested visit days to aid in your planning process.**

1. **Request Submitted:** Wednesday, January 1
 - i. TIP: Provide full school name to avoid processing delays.
 - b. **Your selected decision date:** Thursday, January 16
 - i. TIP: By your requested decision date, our team will notify you via email regarding whether we are able to accommodate your request or not.
 - ii. TIP: This date must be at least 2 weeks, or more, from the day you submit the form. All communication is sent via email.
 - c. **Your requested tour time(s):** Wednesday, February 19 at 10 AM OR Thursday, February 20 at 10 AM
 - i. TIP: These dates must be at least 2 weeks, or more, in advance of your selected scheduling date.

*Tommy's Tours sends scheduling information with your selected tour date/time:
Thursday, January 16*

2. **Deadline to Confirm Tour:** Friday, January 24
 - a. TIP: Check your spam folder if you do not see our email. If you miss this deadline, you will have to restart the process.
3. **Bus Request/Reservation Submitted (at your school):** Wednesday, February 5
 - a. This is a recommendation and reminder that USC does not provide financial or logistical support for transportation. Groups should be accounting for the appropriate timelines established by their school/organization for bus approvals as they submit their request for a Tommy's Tour.
4. **Tour Visit Date:** Wednesday, February 19 @ 10 AM.
 - a. TIP: Arrive 20-30 minutes early to give your group ample time for drop off, bathroom breaks, and walking to the starting location.

Questions or clarifications? We can help! Contact us at tommystours@usc.edu for more information!