**TOUR REQUEST APPROVAL FORM**

1. **Who is the Syngenta Sponsor? (Need name, dept., phone # and email; do they speak English?  If no, who will be our contact for planning and to answer questions?)**
2. **What is the business purpose of their visit?**
3. **What is the date of their visit?**
4. **What is the name of the Syngenta facility you are requesting permission to visit?**
	1. **What aspects of the facilities are they requesting to see?**
5. **Who is the audience? (are they growers, researchers, etc)**
6. **What is their affiliation to Syngenta?**
	1. **Are they affiliated with any other Seed or Crop Protection companies?**
	2. **Please provide some background information about the organization.**
	3. **Please provide some background about visitors**
7. **What information are they interested in hearing about?**
8. **What information do you want them to know?**
	1. **What is their take-away message?**
9. **What time will group arrive and depart?**
10. **Will you require any meals or food? Are there any dietary restrictions?**
11. **What is their country of origin?**

1. **Do they speak English?**
2. **Will a translator be accompanying them?**
3. **Who will be providing attendee list, along with travel itinerary and any other background or agenda-related information?**