

# Small Group Tours

Led by Ms. Sandra K. Roberts,  
One of the original founders of the  
Paper Clips Project

**Ms. Roberts teaches technology at WMS and is available for tours of no more than 15 people each Tuesday, from 8:00 – 9:00, Central Time, during the school year.**

**The following guidelines are requested to schedule this small group tour.**

1. Whitwell Middle School does not allow food, drink, or chewing gum in the Memorial or inside the school and is a **peanut free facility**.
2. Visitors are expected to be quiet in the building and in the railcar and are expected to be dressed appropriately.
3. **The cost is \$2.00 per visitor. Money must be sent immediately upon receipt of reservation confirmation.** No refunds will be given if your group cannot come on the reserved date or if they arrive late.
4. Visitors **must** arrive at the appointed time. No late arrivals will be served.
5. A guide will be provided to conduct the tour and answer questions and a written history of the car and the project will be provided for each visitor.
6. Email reservations will only be accepted for small group tours. You will receive an email confirmation from [skroberts@mctns.net](mailto:skroberts@mctns.net) when your tour has been scheduled.

Name of Person Making Reservation: \_\_\_\_\_

No. of People in the Group: \_\_\_\_ Adults \_\_\_\_ Students

Type of Group: \_\_\_\_ Church \_\_\_\_ School \_\_\_\_ Other (Please specify.)

Date Requested: \_\_\_\_\_

Contact Information for Person Making Reservation: (Telephone #, Fax #, Email, Cell #, and Mailing Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount due for tour: \_\_\_\_\_