

# Student Groups at Dodona Manor

The George C. Marshall International Center at Dodona Manor offers a compelling environment for learning. The facility can accommodate 35 to 40 individuals, or up to 80 with a shift approach, so school groups of varying size and with diverse needs can easily enjoy an authentic educational experience that introduces them to Marshall's geopolitical accomplishments, and sheds light on his personal integrity and character. Students also learn more about Marshall and his wife, Katherine, their passion for gardening and reading, and their personal life in the town of Leesburg.

(Please print clearly and fax ***both completed pages*** to 703-777-2889)

**Group Name:** \_\_\_\_\_

(Check One)

- Tour**, \$3 per Student, for 10 students or more (75 minutes)
- Tour & Talk**, \$5 per Student, for 10 guests or more (2 - 2.5 hours)
- Tour & Extended Program**, \$8 per Student, for 15 guests or more (1/2 day)

## Requested Dates(s):

1 <sup>ST</sup> Date Choice:	2 <sup>nd</sup> Date Choice:
Start Time:	End Time:
Number of Attendees:	

## Requested By:

Name:	Email:
Daytime Phone:	Cell Phone:
Address:	

**Special Requirements:** \_\_\_\_\_

Will any members of your group be unable to tour the second floor of the Manor? \_\_\_\_\_

**Group Transportation:** \_\_\_\_\_ Bus \_\_\_\_\_ Van \_\_\_\_\_ Individual Cars \_\_\_\_\_ Walk-in

**Guest/Group Day of Event Primary Contact:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Are you interested in hearing about Dodona Manor events or opportunities for future group discounts?**

Yes \_\_\_ No \_\_\_

**Would you like to receive a Dodona Manor Newsletter at the above address?** Yes \_\_\_ No \_\_\_

**How did you hear about Dodona Manor?** \_\_\_\_\_

**DODONA MANOR STUDENT GROUP BOOKING 2011  
PAYMENT INVOICE**

GUEST CATEGORY	GUEST FEE	NUMBER OF GUESTS	TOTAL FEES
<b>Tour</b> , 10 students or more (75 minutes)	<b>\$3</b>		
<b>Tour &amp; Talk</b> , 10 guests or more (2 - 2.5 hours)	<b>\$5</b>		
<b>Tour &amp; Extended Program</b> , 15 guests or more (1/2 day)	<b>\$8</b>		
<b>Tour Booking TOTALS:</b>			

**Instructions:**

- 1.) **Deposit for 50% must accompany a group tour reservation request.**
- 2.) Please enter the number of guests under each guest category and the total fees per category in the above table, then add the columns for the total number of guests and fees for payment.

*Please call one week prior to your tour to confirm the final number of attendees.*

**Deposit Payment:**

Please make checks payable to *The George C. Marshall International Center*

Or payment by credit card (VISA, MC, or AMEX):

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ AMOUNT: \$100

Name/Organization as it appears on Card: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Card Billing Address: \_\_\_\_\_

**Balance to be paid on day of tour via:** \_\_\_Check \_\_\_Credit \_\_\_Cash

*Please provide payment of the balance due on date of your tour via one check, charge, or lump sum cash payment. Thank you so much for your cooperation!*

*This invoice will be faxed back to the tour sponsor post payment **upon request**.*

*Net proceeds will benefit The George C. Marshall International Center at Dodona Manor and its mission. The Center is a charitable, non-profit organization organized under IRS Code Section 501(c)(3).*

PLEASE RETURN THIS FORM TO GCMIC, 217 EDWARDS FERRY ROAD, LEESBURG, VA 20176  
or FAX to 703-777-2889.