

# Las Guías Touring Assignment Request Form

## June 1, 2016–May 31, 2017

*Please make your touring request for next year on this form.*

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Many of you remain in this area during the summer. If you can help during June, July, and August, please sign up. Mark AM or PM on the date(s) you will be available. You do not need to tour on all of them. Note the total number of days a month you would like to tour.

**Total number of days each month I wish to tour:** \_\_\_\_\_

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 XXX	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

In order to make the museum run smoothly, please help us by doing either the morning or the swing shift assignment if possible.

Please check one of the three options and utilize the first and second choices on the chart below.

- \_\_\_\_\_ 2 half-days a month (First two years after graduation new *Las Guías* guides will automatically be given half-day assignments with at least one half-day in the morning.)
- \_\_\_\_\_ Combination: 1 half-day a month and On Call for the rest of the month
- \_\_\_\_\_ On Call only (Please call Evie Smith, 602-274-6350, to discuss this option. Those guides who have completed 60 tours during the last two years may qualify for this type of touring.)

Next Fall I will be ready to begin touring \_\_\_\_\_  
(month/date)

**AM** 9:15 AM–1:00 PM (Morning Shift)  
**SS** 10:15 AM–2:00 PM (Swing Shift)  
**PM** 12:15 PM–4:00 PM (Afternoon Shift)

**Be aware** that a combination of the days you request will be used when your first and second choices are filled. If this is **NOT** possible with your schedule, please indicate on this form!

If you can help with the following, please check:  
 \_\_\_\_\_ Evening tours  
 \_\_\_\_\_ Speaker's Bureau

Please write **AM, SS, or PM** in the square for the week(s) and day(s) you wish to tour next season.

#### First 2 Choices

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							
2							
3							
4							
5							

#### Second 2 Choices

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							
2							
3							
4							
5							

**Do not submit before April 1, 2016. Assignments are made in the order received.**  
**Questions? Phone Evie Smith at 602-274-6350 or e-mail her at emsmi@aol.com.**

**Send (on or after April 1, 2016) to: Evie Smith, 1924 E. Rose Lane, Phoenix, AZ 85016**