



# UNIVERSITY OF WYOMING

## Tips for a Successful Group Visit

We are excited you are bringing a group to visit the University of Wyoming! Prior to your visit, please take a moment to read the tips and information below that will help contribute to a successful visit for your group.

- We plan your visit schedule based on your stated arrival and departure times, along with the availability of our students, faculty, staff and facilities. If you are running late on the day of your visit, please contact the Campus Visitor Center at (307) 766-4075 to let us know your anticipated arrival time. If you arrive late, we may need to adjust or abbreviate your visit schedule based upon the availability of our resources.
- Please be sure to let us know of any special accommodations that are needed or that we should be aware of at least two weeks in advance of your visit. Accommodations may include needing a wheelchair, letting us know a student has a visual/hearing impairment, etc.
- Please contact the Campus Visitor Center no later than three days prior to your visit to provide us an update of your participant and chaperone counts, as this may affect the number of tour guides we assign, your lunch invoice, etc.
- Our campus tours are outside, walking tours. Please make sure your students wear weather-appropriate clothing and comfortable shoes for walking. Laramie weather may be different than where you are coming from, so we suggest checking Laramie's forecast in preparation for the trip.
- We welcome you as our guests on campus. Please ensure your students' behavior is appropriate for our university setting. We reserve the right to stop tours and other activities if student behavior is inappropriate.
- Please ensure that your chaperones are familiar with your visit schedule and are actively involved during the visit.
- We ask that you assign an appropriate number of chaperones for your visit. While we do not require a specific student-to-chaperone ratio, we do require at least one chaperone per tour group or activity group as shown on the visit schedule. For younger student groups, we recommend a smaller student-to-chaperone ratio.
- Students are welcome to bring their cell phones to campus and we encourage them to take pictures. We recommend that phones are on vibrate or silent during the campus tour, Admissions presentation and other activities so that students are not distracted and gain the most benefit from the information our representatives share.
- We ask that you complete and return your student information to us on the provided spreadsheet within a week of your visit date.
- We love to have your students fully engaged. We encourage questions throughout the visit. Some visiting groups have their students prepare questions prior to their visit and this can enhance your students' experience.
- We appreciate your feedback. Following your visit, we will send you an email including a survey link and we appreciate you taking a few minutes to let us know how your visit went.