



The City of Richmond hosts many delegations and groups, both locally and from around the world, seeking to learn about local government, as well as sharing and exchanging of information.

Delegations and groups can range in time and scope. It is important to reach out to the City at minimum two weeks in advance to request a delegation visit or tour by filling out the questions below. Staff will review the information on this form and get back to you regarding your delegation visit, study tour, or tour request.

Type of Visit:

- Delegation visit
- Study tour
- City Hall tour

Proposed date(s) and preferred time (AM or PM) for the visit/tour: _____

Organization Information:

Full name of the organization: _____

Is the organization:

- Non-profit
- For-profit
- Government
- Other: _____

Where is the organization from (City, Province (or equivalent), and Country): _____

Website link: _____

Main contact person: _____

Email: _____ **Phone number:** _____

Delegates' names, including role/title, organization, and estimated number of delegates (or provide an attachment, if applicable):

Purpose and key goals of the visit or tour:
