

One of the most effective ways to ensure a smooth reservation process is to be organized before qualification day. The worksheet below will help you and your team prepare for possible travel.

1. Will the team travel as a group or individually to Orlando?

2. If the team is traveling individually, by what day/time must all team members arrive?

3. If the team is traveling as a group, who will be the decision maker regarding flights?

4. If the team is traveling as a group, how will the team pay? How will each team member pay?

One credit card

Individual credit cards*

Single wire transfers

** Not all airlines will accept multiple card payments.*

5. Do you know who is traveling with each team member? YES NO

6. If no, consider holding a meeting for team parents to determine the number in your traveling party.

7. Is it okay to split the group in two or three to obtain a lower fare? YES NO

9. Are there alternative dates and times the group is willing to travel? If so, please list.

9. Is the group willing to hold air space with a non-refundable deposit in order to secure a low rate or specific schedule? YES NO

10. If you are not going to hold space with a deposit, be sure to complete the following forms and have them ready for Anthony Travel on qualification day.

_____ Air Travel Request Form

_____ Airfare Reservation Form

_____ Names of all travelers in party

_____ Payment, if applicable, for all travelers in party

_____ Payment for group reservation, if applicable

_____ Bus Charter Request Form