

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?

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

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

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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.

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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