



## STEP THREE JAPAN TOUR PLANNING

<input type="checkbox"/>	Return Name List by email as soon as possible
<input type="checkbox"/>	Return Group Information Sheets by post – due 90 days
<input type="checkbox"/>	Complete Travel Insurance application forms and forward to Saizen Tours before full payment
<input type="checkbox"/>	Complete Cash Passport application forms if required
<input type="checkbox"/>	Complete International Telephone Card list if required
<input type="checkbox"/>	Request Japanese mobile phone rental
<input type="checkbox"/>	Request final payment from parents
<input type="checkbox"/>	Forward final payment to Saizen Tours – due 65 days
<input type="checkbox"/>	Complete Rooming List if applicable
<input type="checkbox"/>	Receive documents from Saizen Tours – 3 weeks prior
<input type="checkbox"/>	Final Meeting with students and parents Distribute travel documents Discuss student conduct and code of behavior
<input type="checkbox"/>	Discuss final tour arrangements and questions with your Saizen Tours Group Coordinator

**CONGRATULATIONS. HAVE A SAFE AND MEMORABLE TRIP!**  
**You have completed Step 3 of your trip planning. A+++**