



STEP TWO OF JAPAN TOUR PLANNING

<input type="checkbox"/>	Request non-refundable deposit from parents
<input type="checkbox"/>	Make a list of participating students using the Record of Student Payment Form
<input type="checkbox"/>	Contact Saizen Tours to request a Tax Invoice for deposits
<input type="checkbox"/>	Discuss and confirm your itinerary and trip objectives with your Group Coordinator.
<input type="checkbox"/>	Forward group deposit to Saizen Tours
<input type="checkbox"/>	Complete Booking Confirmation Sheets and return to Saizen Tours as soon as possible
<input type="checkbox"/>	Continue tour meetings with students to maintain interest and with parents to provide necessary information
<input type="checkbox"/>	Obtain School / Board of Education final approval if required

CONGRATULATIONS!
You have completed Step 2 of your trip planning. A++