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**TEAM CONTACT, ACCOMMODATION, AND TRAVEL INFORMATION FORM**

**To the School:** Please complete the information below, scan and email to your Visiting Team Members.

Name of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred School Contact/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**While visiting our school you will be staying at:**

Hotel:

Address:

Phone:

**To the On-Site Visiting Team Member:** Please complete this form and return to the school as soon as possible.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of travel to our school** \_\_\_driving \_\_\_air travel \_\_\_other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If flying, in order to arrange transportation from the airport to the hotel and the school, please list your flight information:

Date arriving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flight #\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_

Date leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flight #\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_

**Other useful information** (allergies, special needs, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology**: Will you be bringing a laptop? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No (if no, we will provide a computer for you.)