



*To-Do List
At a Glance*

School Name _____

Name of Trip _____

Date of Trip _____

DATE

- _____ Signed Tour Package Agreement due to Julian Tours
- _____ Non-refundable _____ deposit due from student to school
- _____ Non-refundable _____ per person deposit due from school to Julian Tours
- _____ Rooming list due to Julian Tours. Please annotate adult names with (A)
- _____ Balance due from student to school
- _____ Final Count due to Julian Tours
- _____ Inform Julian Tours of any special needs of group members. If wheelchair lift bus is needed, please advise when booking trip
- _____ Menu selections, including dietary restrictions due to Julian Tours
- _____ Inform Julian Tours of any special instructions regarding bus loading/pick-up
- _____ Balance due from school to Julian Tours

Other Reminders: _____

