**Group Leader’s last minute check list**

Prior to departure:

□ Confirmed shuttle to airport

□ Called Bank/Credit Card/Cell Provider

□ Tips: Portioned for TD ($6/day/person), Bus Driver ($3/day/person), and Local Guide ($1/day/person)

 Total number of travelers = \_\_\_\_\_\_\_\_\_\_

Total for TD = $\_\_\_\_\_\_\_\_\_\_\_\_/€\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total for Bus Driver = $\_\_\_\_\_\_\_\_\_\_\_\_/€\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total for local guides: $\_\_\_\_\_\_\_\_\_\_\_\_/€\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 hour before departure:

□ Confirm flights

□ Check group leader’s website for any hotel changes (www.eftours.com)

Day of Departure:

□ Emergency Cards for travelers

□ Duct Tape (I have my travelers put a bring piece of duct tape on their bags for identification)

□ Extra Quart Sized bags

On tour:

□ Tip money

□ Group emergency contact information

□ Traveler medical information

□ Copy of passports

□ Passport list (you can find this on your group leader website)

□ List of travelers enrolled in Pre-Booked Optional Excursions