



Bob Rogers Travel

New Berlin Eisenhower High School Important Dates

Due to BRT Office

Signed BRT Tour Agreement and Deposit (\$350 per traveler)	<u>October 4, 2019</u>
Second Payment (\$350 per traveler)	<u>November 15, 2019</u>
Third Payment (\$350 per traveler)	<u>January 17, 2020</u>
Air Passenger List <i>(Full legal names, even if that is not what appears on the ID)</i>	<u>January 17, 2020</u>
Air Equipment List	<u>January 17, 2020</u>
Rooming List <i>(Actual names - no "Mr./ Mrs. Chaperone")</i>	<u>January 17, 2020</u>
Dietary Restrictions Form	<u>January 17, 2020</u>
Final Balance Payment <i>(Based on room list configuration)</i>	<u>March 6, 2020</u>
Pre-trip meeting to discuss final trip details	<u>TBD</u>

No name changes/ additions/ subtractions within the last 45 days