

## PWHS TOUR INFORMATION FORM

Teacher must submit this completed, signed form to Activity Director with a detailed itinerary.  
Teacher should keep a copy of the form to take on the tour.

Teacher \_\_\_\_\_ Department \_\_\_\_\_

Number of Students \_\_\_\_\_ Class/Activity \_\_\_\_\_

Tour Destination \_\_\_\_\_ Cost per student \_\_\_\_\_

Tour Dates: Departure \_\_\_\_\_ Return \_\_\_\_\_

### Overnight Accommodations (Include every location; attach pages, if needed.)

Hotel \_\_\_\_\_

Address \_\_\_\_\_ Cost \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_

Phone (include area, country code) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

### Event Location(s) (attach pages, if needed)

Event \_\_\_\_\_

Address \_\_\_\_\_ Cost \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_

Phone (include area, country code) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

### Transportation (attach air/train itinerary)

Name # etc. \_\_\_\_\_ Cost \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Web page \_\_\_\_\_

**Chaperones (attach pages, if needed)**

Teacher \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Chaperone \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Chaperone \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Chaperone \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Chaperone \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**TOUR INFORMATION FORM**  
**must be submitted to Activity Director**  
**Teacher must immediately notify Activity Director**  
**of any change in itinerary, lodging, transportation or schedule.**