**Travel Arrangements**

• Travel Itinerary

* Flight arrivals and departures
* Event time arrival
* Transportation options

• Arrangements for flight and hotel

• Airport transportation

• Rental car reservations and automobile return

• Return travel for dependent/minor children – location for child pick up and drop off

• Nearest embassy or consulate

• Adult to child ratio arrangements

• Hotel information

• Weather updates and advisories

• Passport expiration date and requirements

• Currency exchange information

• Health and safety awareness

• Non-travel money expectations (food, transportation, events, activities)

**Documents and Communication**

• Travel documents or passports ( make copies of all documents )

• Medical treatment authorization Form / over the counter medication form

• List of all parent phone numbers and email if international phones are an issue for communication.

• Emergency Contact information include person(s) whom are not on the trip

• Language translator – App or simple list of phrases

• Trip insurance

• Behavior issues plan

**Medical**

• Medical Forms for each participant – parent and child

• Identify local medical and dental service providers

• Prescription drug – records and backups ( one with coach one with player )

**Emergency Services**

• Identify Emergency site gather location

• Identify ONE or TWO emergency contacts that are not on trip