

Pre-Departure Orientation

Setting Up the Orientation

- Work with the Travel Department to choose a date (about six weeks prior to departure), time and place for your pre-departure orientation. We usually schedule them Mondays through Thursdays in the Shelly Building classrooms beginning at 6:30 or 7:00 P.M. At least one (1) month prior to your departure, the Travel Department will send a letter inviting passengers to come to the orientation. (See Attachment).
- The Travel Department will check to see if the Passenger Information forms, sent out with the travel insurance information, have been returned. A copy of each form will be made for you. Check to see that each form is signed a
- (especially the insurance section. If an information form has NOT yet been received, you must take as many forms as you need to the meeting and have them completed and returned to you at that time.
- READ THE PASSENGER INFORMATION FORMS AHEAD OF TIME. Note if anyone will be celebrating a special occasion (birthday, anniversary) while on the trip.
- Work with the Travel Department in putting together a slide presentation showing where you will be traveling. A video may also be shown. Other “show and tell” items displayed at the orientation might be maps, artifacts, wildlife photos, a musical tape from that country, artifacts, etc. This is the chance you have to meet the group and start to have them “bond”. This is when you get to answer all those questions and ask a few yourself.
- The Travel Department will create a pre-departure information packet to distribute to all passengers. Couples traveling together will get one packet to share between them. This packet will contain helpful hints on packing (what and how), updated passenger lists with names, cities and states, health information, airline schedules and much more. Please pick these packet up in the travel office at least one (1) week before the orientation. Read all the material thoroughly ahead of time, as you will be the one explaining the information to your passengers. Other Zoo representatives might be there, but the group will be counting on *YOU* to make them confident and reassured.
- Plan to arrive at least 45 minutes before the orientation is scheduled to begin. Make sure the food, AV and other set-ups are on time and correct.