PHILADELPHIA ZOO TOUR HOST’S REPORT

Name of Trip/Destination: ______________________ Host: _______________________
Departure City: ___________________________ Number of Travelers: ____ Dates: ______

Name of Trip Supplier / Tour Operator: _______________________________________
Main Contact for the supplier/operator: ______________________________________

Was transportation included to the airport if other than Philadelphia? 
Comments: ________________________________________________________________

Air Carrier(s) Duration of Flight(s):
_________________________________________ ________________________________
_________________________________________ ________________________________
_________________________________________ ________________________________
_________________________________________ ________________________________
_________________________________________ ________________________________

Comments about flight(s): ____________________________________________________

Tours: Please list each destination and/or place(s) visited, date(s) and time it took to complete trip/tour. Personal comments would be appreciated,
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________
6. _______________________________________________________________________
7. _______________________________________________________________________
8. _______________________________________________________________________

Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Weather: Briefly, describe the weather during the trip. _________________________
In your opinion, was this the best time of year for this destination? ____ Yes ____ No
Was one in-country guide/courier with you throughout your trip? ____ Yes ____ No

Name(s) of guide(s): _______________________________________________________
Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please turn over to complete your report
Names of hotel(s)/lodge(s):  # of nights  Comments
________________________________________  _______  ______________________________________
________________________________________  _______  ______________________________________
________________________________________  _______  ______________________________________

Food: Please list any meals that were included in the tour and how many of each:
_____ Breakfast  _____ Lunch  _____ Dinner  Other (Be specific)  
Comments: ________________________________________

Clothes needed for this trip: ________________________________

Recommended tipping and how handled (Please note if any or all tips were included)
  ➢ Baggage handlers/porters (airport & hotels)  Amount: _________________________________
  ➢ Incidentsal (Be specific): Amount: _________________________________
  ➢ Guides: Amount: _________________________________  Drivers: _______________________

How was the tipping handled (i.e. Did you collect a recommended amount ahead of time and give it out; Did the passengers tip individually or were the tips pooled, etc.?)?

Any problems on the trip: _____ Yes  _____ No  If YES, please describe and be specific.

Any passenger injuries and/or accidents? _____ Yes  _____ No  If Yes, please be specific
and attach completed medical report. ____________________________________________

Would you recommend this trip again? _____ Yes  _____ No  If No please explain

Would you recommend using this tour operator again? _____ Yes  _____ No
If No please note your reason(s): _______________________________________________

General Comments: (Highlights of the trip – shorten – eliminate – lengthen - add; etc.)
________________________________________
________________________________________
________________________________________

Please make one copy of your completed report no later than two weeks and a half weeks after your and
return it to Bert DeVries. Thank you

rgdv: Updated 02.2014