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# Encore Tours<sup>SM</sup> Administrator Registration Form

Office Use Only

Please print in CAPITAL LETTERS and fill in circles completely (ex: ●). Do not staple anything to this form. Please use black or blue ink. Return this form to Encore Tours, 343 Congress Street, Suite 3100, Boston, MA 02210

## Program Selection

This form needs to be completed by all staff traveling with the group leader and returned to Encore Tours as soon as possible, preferably with your group's first applications. The latest it can be filed is 90 days before departure, depending upon space availability. (Photocopy this form as necessary.)

Group Leader's Last Name

Group #

Departure Date  /  /   
MM/DD/YYYY

Program Name \_\_\_\_\_

- Performer
- Non - Performer
- Director

## Information

Last Name (Print all of your names exactly as they appear on your passport.)

First Name

Middle Name

Address

City

State

Zip Code

Home Telephone  -  -

Social Security #  -  -

Fax  -  -

Birthdate MM/DD/YYYY  /  /

Gender:  M  F

Email

Ensemble Name and Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Profession \_\_\_\_\_

## Emergency Contact: In the US while overseas

Name  Phone  -  -

Email

## Rooming and Additional Options: Please fill in all that apply.

- I am traveling with a companion and wish to room in a  double room  twin room with: \_\_\_\_\_
- I wish to room in a triple room with two family members: \_\_\_\_\_ & \_\_\_\_\_
- I would like to pay a \$40 per hotel night surcharge to guarantee a single room.
- I am under 24 years old and wish to room with one adult family member: \_\_\_\_\_
- I am under 24 and will room with other group members.
- I will book my own round-trip transportation. I do not wish Encore Tours to book my air transportation. (I will meet the group at the first hotel.)
- I would like to extend my stay after the trip. (A form will be sent to you about alternate returns. Western Europe only.)
- I would like Encore Tours to book me from a DIFFERENT US departure city than that of my group: \_\_\_\_\_

Signing and submitting this registration form acknowledges your acceptance of Encore Tours' Terms and Conditions as well as the staff duties and responsibilities described in the *Overseas Manual* and the *Encore Tours Registration Booklet*. If you have not already received these booklets, please download a copy from [encoretours.com](http://encoretours.com). Parents should sign if staff traveler is under age 21. **Staff Cancellations:** Please notify Encore Tours in writing as soon as possible. Staff travelers cancelling within 65 days of departure are subject to airline and hotel cancellation fees (\$150 within 46-65 days of departure and \$250 within 45 days of departure).

Signature \_\_\_\_\_

Date \_\_\_\_\_

(or parent/guardian signature for staff traveler under age 21)