

# Group Tour Emergency Contact Information Sheet

Please complete this sheet prior to departure. Keep one copy with the Tour Leader and leave one copy with the agency home office.

## 1. Tour General Information

Tour Name / Group Name:

Travel Dates (Departure - Return):

Primary Destination(s):

## 2. Tour Leader & Guide Contact

Tour Leader / Coordinator Name:

Tour Leader Phone Number:

Local Guide Name (if applicable):

Local Guide Phone Number:

Tour Agency Emergency Hotline:

## 3. Participant Emergency Contact Roster

Fill in the emergency contact details for each group participant.

Participant Name	Emergency Contact Name	Relationship	Emergency Contact Phone
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*Note: If the group is larger than 10 participants, please print and attach additional sheets.*