

UUPCC Group Transylvania Pilgrimage  
COORDINATOR'S CHECKLIST

- Select Trip Coordinator/s.**
- Pick travel dates.** Contact Jon Dale, UUPCC Travel Coordinator ([jdaleuupcc@yahoo.com](mailto:jdaleuupcc@yahoo.com))
- Determine type of trip.** Will it be a choir trip? A youth trip? Will there be a service component?
- Develop itinerary.** John Dale will assist you with choosing and pricing out your options.
- Advertise.** Invite your congregation/choir/youth (depending on type of trip)
- Purchase airfares.** Investigate group airfare options or have everyone get their own flights.
- Purchase travel insurance, if desired.** Investigate travel insurance options (group or individual).
- Initiate trip registration.** John Dale will send you registration instructions with a link to our website. Distribute registration information to your travelers.
- Prepare your travelers.** Set dates for pre-trip preparation gatherings. (*See suggested programs.*)
- Distribute trip materials (larger groups only).** The UUPCC Office will send you travel materials and luggage tags to distribute to all registered travelers. In smaller groups (under 8) travelers will receive these materials directly, along with their trip invoice.
- Bill payment.** Check to make sure everyone has received a trip invoice from the UUPCC and that they are aware of the payment due date (45 days before the trip).