

Exchange Director Information Checklist

(to be completed by Ambassador ED and taken on the exchange)

Important Contact Information:

Friendship Force International: 404-522-9490

After-hours number: 404-522-9490 ext. 375

Name of my program services coordinator:

Extension:

Direct dial number of my program services coordinator: 404-965-4 _ _ _

Email for my program services coordinator:

Host ED:

Home Phone:

Cell:

Email address:

Club Emergency Contact:

Travel Agent at home:

Abroad:

Airline at home:

Abroad:

Record Locator for your airline reservation (a six digit-alpha-numeric):

Embassy:

Phone Number:

Address:

Hotel (if applicable):

Phone Number:

Address

Tour operator or contact in the host country (if applicable):

Things to pack:

- | | | |
|---|--|--|
| <input type="checkbox"/> Contracts related to travel and tour provisions (for club exchanges) | <input type="checkbox"/> Conduct Pledge (if applicable) | <input type="checkbox"/> Guest evaluation forms |
| <input type="checkbox"/> Copy of passports | <input type="checkbox"/> Emergency incident forms | <input type="checkbox"/> Calling card access numbers |
| | <input type="checkbox"/> Several copies of the itinerary | <input type="checkbox"/> Emergency Information Form |