* Please provide as much information as possible and upload via the [**Program Group Information Form**](https://www.spannocchia.org/activities-programs/program-group-info-form/) at least 12 weeks prior to the start date of your program to ensure that we can accommodate your travel requests.
* **If you want to be picked up at the airport it is necessary to provide the transportation company with all the flight details of people arriving on that day.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **# of people** | **Baggage?** | **From/To** | **Depart Time (at Origin):** | **Depart Time (Destination):** | **Round Trip or One Way?** | **Stops along the way? (Include details)** |
| *Example 7/10/13* | *14* | *No* | *From: Spannocchia*  *To: Siena* | *8:00* | *17:00* | *Round trip* | *No* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |