## Nebraska Select – 2022 Tour of Dublin, Ireland & Glasgow, Scotland

What happens next? Process and Procedures

After the informational meeting on April 12, we will send all interested players and families an email with a link to a commitment form. You may complete this form at any time beginning on April 13 and ending on Sunday, April 25. At that time, we will make a final decision on attending the tour, and if confirmed – start the process (below) of collecting deposits & waivers and booking the tour with our tour provider.

- Step 1 Complete the short form by April 25. Let us know if you are planning to attend or not. <u>Commitment Form</u>.
- Step 2 Send me a check for your non-Refundable deposit. The deposit is \$200 per traveler. Checks should be made payable to Premier International Tours (PIT). The checks should not be dated. Once we collect all checks, we will send the checks to PIT. PIT will hold the checks until all travel bans have been lifted and normal travel resumes. PIT will send an email to each traveler/family seeking authorization to deposit the check. Deposits should be sent to me by May 1, 2021.
- Step 3 Each traveler should complete the <u>Individual Waiver and Release form</u> and send to me. This form should accompany the deposit check or may be sent by email (scan & copy).
- Once the deposit checks and waivers have been sent to PIT, we will complete a booking form and submit to PIT. Once PIT receives the form they will confirm, and the trip becomes official. PIT will finalize the cost per traveler (based on the total number of travelers) and will create a payment schedule for the team leader.
- All payments will be made to the tour account/team leader. We will set up an account specifically for this tour an account that will accept payment by credit card or check. Payments can be made at any time, but we will be expected to send payments via bank wire to PIT according to their payment schedule. The PIT normal payment schedule is a payment every other month. For example, if we send in deposits on May 1, the next payment will be due on July 1, Sept 1, Nov1, etc. If PIT does not wish to receive payments until the travel bans have been lifted, we will still accept payment to our account and we will hold those funds until PIT requests payment.