

## **Tour Organiser(s)**

1. To book flights or make sure they have been booked.
2. To organise visas if needed.
3. To ask Sangha's if they want a Monastics visit.
4. Ask What Sangha's are planning and size of event i.e. DOM for 100 people? and to make sure they can cover there cost also can they offer accommodation in preference with sangha members.
5. To share all this this Retreat Team and with **Monastics/Teacher!!**
6. To organise all accommodation if needed.
7. To organise travel: bus/train or car hire after checking that there is a driver among the Monastics.
8. To give them money to cover their expenses like food etc.
9. To plan the tour i.e. that they can flow from one place to another and that they have rest days built in, when they must travel a distance they do not like to have to offer anything on that day.
10. To organise pick up from and to Airport.
11. Check they have lifts to and from retreat.