

# EXPEDITION RESERVATION CHECKLIST



## Initial Inquiry

**Expedition Skills Questionnaire**

**Expedition Planning Questionnaire**

## Convert Inquiry to Booking

**Medical Information Form**

**Personal Information Form**

**Waiver**

**Draft Expedition Contract**

**25% Deposit of Final Contract Cost**

## Due When Available

**Final Contract**

**Passport Copy**

Please email a scan of the face page of each passport. These details are used to prepare the passenger manifest for immigration officials for the Antarctic flight. Visa and health documents may also be required for travel to Chile but do not need to be submitted to our office.

**Trip Cancellation Insurance** (optional)

We enforce a strict Refund Policy and strongly advise guests to purchase Trip Cancellation Insurance to protect against an event which may force them to cancel or leave an expedition early. We do not require this insurance and you do not need to provide a copy of their policies to us.

## Due 90 Days Before Departure (Please complete your lists and forms in English)

**Permit** (if required)

**Expedition Support & Safety Form** (can submit Iridium numbers at a later date)

**Equipment List**

**First Aid Kit List**

In a medical event, this information allows ALE doctors to give you the best advice based on the items you have in the field.

**Medical Evacuation Insurance Policy**

All expedition members must hold Medical Evacuation Insurance for the duration of the expedition and at least 7 DAYS BEYOND their return Antarctic flight. Please refer to the Expedition Contract for the insurance amount required.

**Final Payment**

**Commercial Filming Questionnaire, Film Treatment/Storyboard, Releases** (if required)

See next page...

## If Sending Air Freight

**Contact Us** for correct shipping instructions.

### **Airway Bill, Shipping Information**

Email the airway bill and shipping information for the consignment at time of shipping.

## Due 30 Days Before Departure

### **Flight Details of Expedition Leader**

Email the airline, flight number, and arrival/departure dates and times in Punta Arenas, Chile (PUQ).

### **Hotel Reservation Form**