Please read these planning steps, ask if you have questions or concerns, and complete all tasks before September 30, 2019.

1. Make three copies of your passport for the following uses:
   - Plan to carry one copy of your passport in a separate place from your passport.
   - One copy will be left with our US contact, who will be accessible day and night.
   - One copy will be carried by moderators of the pilgrimage.

2. Provide your emergency contact with a copy of the pilgrimage itinerary.

3. Complete all University Waiver Forms (Travel and Photo).

4. Complete two copies of our Emergency Contact Form.
   - One copy will be carried by moderators of the pilgrimage.
   - One copy will be on file with our US contact.

5. Verify health and property coverage with your insurance companies and be familiar with any expectations and limitations of these policies.

6. Make any special arrangements with your credit card companies if you intend to use credit cards while on the trip.

7. Familiarize yourselves with State Department travel information (see “Useful Links” on the website).

8. Communicate the final itinerary to family and/or friends and provide them with information on how to contact you in Italy.

9. Pack one carry-on bag in case bags are lost or delayed.

10. Carry two picture IDs in separate places during the pilgrimage.

11. Always carry the itinerary with group and local phone numbers.

12. Always carry contact numbers for the US Embassy in Italy.