



You may use this form or write out your report in any way that you like, however, please answer the following questions. In addition to submitting this form, would you please submit all papers given to participants, especially those with details as to the cost of the trip, itinerary, travel agent, reading list and suggested study topics. This information, combined with your evaluation, may be very helpful in planning a trip in the future to the same location. Thank you for your cooperation.

Name of Tour:	Date:
Number of Participants:	

Did you have any problems getting participants? _____

Was there a waitlist? _____ If so, how many were initially on it? _____

How many meetings were held prior to departure? _____

Were you satisfied with the attendance? _____

Which Travel Agent did you use? (Please provide Company, address, telephone and name of your contact)

Would you recommend the agency for future FOM tours? _____

Was the overseas guide good? _____ If so, please provide the name of the guide and their agency:

Did the weather affect your tour? When is the best time to tour this country?

Which hotels and restaurants would you recommend?

Any hotels or restaurants that we should avoid?



What were the high points of the tour? _____

What did not work out as well as you had hoped?

Were there any health or accident problems? Please give details: _____

Were there any particular group dynamic problems? _____

Should we consider repeating this tour? What changes would you suggest? _____

Submitted by: _____

Date: _____