

# UNIVERSITY OF ALABAMA

Hear and play instruments  
in Italy's Lombardy, Emilia-Romagna,  
and Veneto regions!

## 2011 ORGAN STUDY TOUR

JULY 5-14



*Hosted by*

DR. FAYTHE FREESE  
Associate Professor of Organ  
University of Alabama  
205-348-3329  
[faythefreese@earthlink.net](mailto:faythefreese@earthlink.net)

*Coordinated by*

MR. KEITH COLE  
615-298-6606 or  
[keithc@wittetravel.com](mailto:keithc@wittetravel.com)

## PROGRAM LEADERS

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The University of Alabama Organ Study Tour will be hosted by Dr. Faythe Freese. Dr. Freese is Associate Professor of Music at the University of Alabama School of Music. She holds degrees in organ performance and church music from Indiana University. Her organ teachers have included Marilyn Keiser, Robert Rayfield, William Eifrig and Phillip Gehring. As a Fulbright scholar and an Indiana University/Kiel Austausch Programme participant, she studied the works of Jean Langlais with the composer in France, and the works of Max Reger with Heinz Wunderlich in Germany. Dr. Freese is in demand as a recitalist throughout the United States. In addition to continuing her concert career, she recruits and teaches undergraduate and graduate organ students majoring in Organ Performance at the U of A School of Music.

Dr. Freese will be assisted on tour by Mr. Keith Cole. Mr. Cole holds a Master of Divinity degree from Garret-Evangelical Theological Seminary in Evanston, Illinois, a Master of Church Music degree from Scarritt Graduate School in Nashville, Tennessee, and a Bachelor of Arts degree in Music and Theatre from Baldwin-Wallace College in Berea, Ohio. He has over 15 years of choral conducting experience and currently sings in the adult choir at Westminster Presbyterian Church in Nashville. Mr. Cole has directed several groups on tour in Europe with Witte Travel & Tours and he joined the Witte staff in 2003.

Please email or call Dr. Freese for more information on the organs to be visited. Questions regarding passports, flight arrangements, and general travel information should be addressed to Witte Travel & Tours. You are also invited to contact Mr. Cole at any time to talk about the plans for the tour.

## SPECIAL GUEST

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Renowned Italian organist Francesco Cera will be facilitating our organ visits and he will accompany us on several of them. Born in Bologna, Francesco studied organ and harpsichord, specializing in the early repertoire under Luigi Ferdinando Tagliavini and later with Gustav Leonhardt. Regarded as one of Italy's leading early music specialists, he has performed as a soloist and leader of Ensemble Arte Musica in numerous festivals and on historical organs throughout Europe. He is regularly invited to give masterclasses and recitals on early Italian organ repertoire in the U.S. For more information, visit Francesco's website at [www.francescера.it](http://www.francescера.it).



## TOUR COST

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As we go to press, we are anticipating a tour cost of approximately \$4,600 per person from Atlanta. When the flights and hotels are confirmed, which will happen toward the end of August, we'll be able to put a definite price tag on the tour. See application form for more information.

A complete travel protection package is available in connection with your tour. The premium of \$215 will automatically be added to your account. However, travel protection is optional and you may choose to decline it. Refer to the Terms and Conditions for more information. Indicate on your application if you choose to decline the travel protection.

# PROGRAM HIGHLIGHTS

The University of Alabama's 2011 organ study tour is the fourth in a series of distinctive tours designed and led by Faythe Freese and Keith Cole for organists, students, and organ enthusiasts. On the 2005 journey, Faythe's and Keith's group visited numerous Baroque and Romantic instruments in former East Germany. Immersing themselves in all things French, participants on the 2007 tour were thrilled with visits to organs in Paris, Chartres, Poitiers, and Versailles. The 2009 tour was another extravagant feast for the ears and eyes, this time in some of the most delightful spots in England.

With a view to topping their previous tours, Faythe and Keith have chosen Northern Italy and its wealth of Renaissance 18<sup>th</sup>- and 19<sup>th</sup>-century organs as their focus for 2011. Of course, they were also thinking about this area's beautiful scenery, cultural and historic heritage, and its amazing food and wines!

Our tour will begin with arrival in *Milano*, Italy's second-largest city and the capital of Lombardy. From here, we'll travel into Emilia-Romagna for a three-night stay in the Colorno area. Touring here will include visits to Mantova and Bologna. And then it will be time for the almost-mythical island city of Venice, where we'll have two nights and a whole free day. Next on our agenda is Verona, legendary home of Romeo and Juliet, after which we'll headquarter ourselves in or near the beautiful medieval city of Bergamo for our last three nights in Italy.

During our travels, we will see—and also often hear and play—many of the following instruments:

Milano	-San Maurizio – Gian Giacomo Antegnati, 1554 -Basilica di Santa Maria della Passione – Mascioni, 1985 and 2001
Mantova	-Cappella Ducale di Santa Barbara – Graziadio Antegnati, 1565 (restored by Giggio Carli, 2006)
Colorno	-San Liborio – Luigi and Guiseppe Serassi, 1792-96
Bologna	-San Petronio – Lorenzo Da Prato, 1471-75/ Baldassare Malamini, 1596 -San Martino – Giovanni Cipri, 1564
Venice	-Chiesa dell'Ospedaletto (Santa Maria del Derelitti)– Pietro Nacchini, 1751 -San Martino – Pietro Nacchini, 1737) enlarged by Gaetano Callido, 1799)

Venice (cont'd)	-Chiesa della Salute – Francesco Dacci, late 18 <sup>th</sup> century
Verona	-St. Tomaso Cantuariense – Guiseppe Bonati, 1716 -Santa Maria in Organo – Gaetano Amigazzi, 1737 (with pipe from a Renaissance organ)
Bergamo	-Cattedrale – Adeodato Bossi, 1842 -Sant'Anna – Guiseppe Serassi, 1856
Brescia	-Duomo Vecchio – F. Serassi, 1836 (with most of the pipes from Giovanni Giacomo Antegnati, 1536)
Almenno San Salvatore	-Chiesa di San Nicola – Antegnati, 1588

Our confirmed visits will be reflected in the final itinerary for our tour, which will be made available two to three weeks prior to departure. As we travel, we'll each choose those instruments we most wish to play. If desired, we can opt out of some visits in order to pursue other interests.

## TOUR PROGRAM

### TUESDAY, JULY 5

### DEPARTURE

D-ON BOARD

Check in at your airport for the “hop” to Atlanta where we'll connect with our transatlantic yet. Our fabulous tour to Italy is underway!

### WEDNESDAY, JULY 6

### MILAN, COLORNO

B-ON BOARD

L-INDEPENDENT

D-HOTEL

*Ciao ed il benvenuto a Italia!* We have just touched down at Malpensa Airport. Following customs formalities, we'll meet and be transferred into Milan. A panoramic sightseeing tour will introduce us to this bustling city and world-famous cultural



hub. Then we anticipate visiting San Maurizio al Monastero Maggiore, a church dating from the early 16<sup>th</sup> century, and its very fine Antegnati organ. Also on our hoped-for agenda are the Mascioni instruments at the Basilica di Santa Maria della Passione. In the middle of

the afternoon, we'll head for Colorno. Accommodations for the first three nights of our tour will be in or near this charming little Emilia-Romagna municipality. After time to settle in at our hotel, we'll get together for dinner.

**THURSDAY, JULY 7**

B-HOTEL

L-INDEPENDENT

D-RESTAURANT

Now that we've had a good night's sleep, we're ready to absorb more of the sights and sounds of this delightful part of Italy! A short morning drive to the north brings us to the very old city of Mantova. One of the most important musical centers of the Renaissance, Mantova counts among its treasures the Antegnati organ at Cappella Ducale di Santa Barbara. After this visit, we'll double back to Colorno to visit the Royal Palace. Among the highlights is the San Liborio Chapel with paintings by many renowned artists and a precious Serassi organ. This evening we'll be treated to a dinner of regional specialties at one of the local restaurants.

**FRIDAY, JULY 8**

B-HOTEL

L-INDEPENDENT

D-INDEPENDENT

Today's excursion will take us to Bologna, the capital of Emilia-Romagna and the home of the oldest university in the western world. Sometimes called "Bologna the Fat," this city is often regaled for its cuisine. Our goal here is the Basilica of San Petronio and its prestigious 15<sup>th</sup>-century Da Prato organ, the oldest still-functioning instrument in Italy. The basilica also possesses a newer Malamini organ. We will also visit the Cipri organ at San Martino. Returning "home" to Colorno in the late afternoon, we'll enjoy a wine tasting featuring some of the unique wines of Emilia-Romagna, one of the largest wine-producing regions in Italy. We're on our own for dinner tonight.

**SATURDAY, JULY 9**

B-HOTEL

L-INDEPENDENT

D-INDEPENDENT

A morning drive takes us north and east to the Adriatic coast. Our goal is *Venezia*—It's Venice, of course! We'll leave our motorcoach at the Tronchetto and take a vaporetto, a sort of water taxi, to Piazza San Marco. After time for lunch, we will see—and, hopefully, hear and play—instruments by Nacchini, the preeminent organ builder of his day, and his student, Callido. Among the stops we plan to make are the Chiesa dell'Ospedaletto, San Martino, and Chiesa della Salute. Then we'll check in at our hotel for a two-night stay. Before we split up, we'll find out where to go for the best Venetian food and drink. Then, perhaps, you'd like to take a gondola cruise through the canals – It is the perfect way to get acquainted with Venice!

**SUNDAY, JULY 10**

B-HOTEL

L-INDEPENDENT

D-RESTAURANT

The entire day is yours to do just as you please! Of course, you'll want to visit the fantastic Doges' Palace, once the residence of the city's rulers, and St. Mark's Basilica. This church, which houses the relics of the evangelist, represents a mixture of Byzantine and western architecture with splendid

**MANTOVA, COLORNO**

mosaics throughout the interior. Venice also boasts many other remarkable churches and some of the finest museums in the world. Note—The main stores will be closed today but you may find some souvenir shops open. This evening we'll rendezvous at a restaurant to compare notes on what is sure to have been a terrific day!

**MONDAY, JULY 11**

B-HOTEL

L-INDEPENDENT

D-HOTEL

Returning to the mainland this morning, we'll travel in a westerly direction to Verona. Named a UNESCO World Heritage site, Verona is replete with stunning architecture. We'll visit St. Tomaso Cantuariense and its Bonatti organ. We will also visit the Church of Santa Maria in Organo where we'll see an Amigazzi organ with Renaissance pipes. Unless we're really pressed for time, we'll also visit Juliet's Balcony. Then we'll continue our travels back into Lombardy and on to the very pretty city of Bergamo. This will be our "base of operations" for the last three nights of our tour. Following hotel check-in, dinner will be served.

**TUESDAY, JULY 12 & WEDNESDAY, JULY 13**

B-HOTEL

L-INDEPENDENT

D-INDEPENDENT/HOTEL

We will spend these days visiting sites in and around Bergamo, Brescia, and Almenno San Salvatore. Among the outstanding works we'll discover are the Bossi instrument at Bergamo's

Cathedral, the Guiseppe Serassi at Sant'Anna in Bergamo, the F. Serassi at the Duomo Vecchio in Brescia, and the Antegnati in Almenno San Salvatore. Our festive farewell dinner is planned at the hotel on Wednesday evening.

**THURSDAY, JULY 14**

B-HOTEL

L-ON BOARD

**RETURN**

All too soon, our marvelous adventure in Northern Italy is coming to a close! After breakfast, we'll transfer back to Milan's Malpensa Airport to check in for our return flight to Atlanta. After clearing customs, those of us who are continuing on will catch our homeward-bound flights. We hope this U of A Organ Study Tour has been one high note after another for you. See you next time!

B = Breakfast L = Lunch D = Dinner



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Groups@wittetravel.com ~ [www.wittetravel.com](http://www.wittetravel.com)



## TERMS AND CONDITIONS

### The cost of your tour includes:

**Air transportation** roundtrip from Atlanta to Milan via Delta Airlines or with any regularly scheduled air carrier, based on a nonrefundable/nonchangeable fare, which requires a minimum of 10 passengers traveling roundtrip together. Tickets are issued 45 days prior to departure. **Passengers who cancel after tickets are issued will forfeit the total airfare in addition to the penalties noted under "Cancellation and Refunds."** If cancellation results from the documented hospitalization or death of the passenger, part of the airfare penalty will be waived.

**Secure flight information.** The requirement to collect date of birth, gender, and full name are federally mandated by the Transportation Security Administration's (TSA) Secure Flight Program. While disclosure of this information is voluntary, if it is not provided, participants may be denied boarding. TSA's privacy policy, as well as additional details, can be found at [tsa.gov](http://tsa.gov) using the keywords Secure Flight. Witte Travel takes all reasonable steps to safeguard the privacy of this and any other information collected from its tour participants.

**Land transportation.** A deluxe air-conditioned motorcoach will be used for transfers, excursions, and travel between cities. Because many of Europe's old cities restrict the routes over which motorcoaches can travel, sightseeing within cities will often be done on foot and via public transportation.

**Accommodations** based on two persons sharing a room with private facilities. Most hotels we use range from moderate first-class to standard first-class. When hotels in these categories are not available, top-quality superior tourist-class properties are selected. **The supplement for single accommodations is \$625.** Single rooms in European hotels are often very small. If you register alone but prefer to share, we will do our best to assign a roommate. If a single room must be assigned to any member of the group for any reason, even if it is at the last minute or while on tour, we will need to charge the single supplement. Changes in rooming arrangements requested by the participant 45 or fewer days prior to departure may result in additional charges.

**Meals.** A full breakfast is included at the hotel each day. Dinner is served at the hotel or in a restaurant on July 6, 7, 10, 11, and 13. Beverages are not provided with included dinners. A wine tasting is also included on July 8.

**Tour personnel.** Mr. Keith Cole will serve as tour coordinator and will accompany the group from arrival in Milan until departure from Milan. Mr. Cole will be assisted by English-speaking local guides and Italian-speaking motorcoach drivers.

**Organ visits, sightseeing, and free time.** Our tour will be built around visits to at least 10 of the historic instruments mentioned in this brochure or other equally important instruments. A light program of panoramic sightseeing will be included as time permits, as will opportunities for independent exploration, shopping, and relaxation.

**Porterage** of one suitcase—with a maximum size of 62" (height plus width plus depth) and weight of 50 pounds—per person is provided at hotels to the greatest extent possible. Porterage is not provided at airports and some hotels do not have porters. You may also carry a purse, a camera, and one small piece of hand luggage weighing no more than 15 pounds and measuring 45" (height plus width plus depth). Soft-sided hand luggage is recommended. Wheeled hand luggage is acceptable. Please note that hand luggage does not fit in the overhead bins on the motorcoach. Depending on the size of the group, there may be room for hand luggage in the storage compartments under the motorcoach or by an empty seat inside the motorcoach. If there isn't room in the storage compartments or any empty seats, hand luggage will need to be placed on the floor in front of your feet. The size and weight restrictions noted for suitcases and hand luggage conform to most airlines' requirements and they are essential for everyone's comfort on board the motorcoach.

**Tip and taxes** are included for all services, including the tip for the tour coordinator and motorcoach driver.

**The tour cost does not include** passports, airline luggage fees, optional travel protection plan including luggage and trip cancellation coverage, optional excursions, independent meals, and any other items not mentioned as included.

**Optional travel protection.** Witte Travel recommends that each traveler purchase a travel protection package. For your convenience, we make available a travel protection plan offered by Trip Mate. This travel protection can be purchased at any time prior to making the final payment for your tour. The policy exclusion for pre-existing conditions will be waived if your premium is received by Witte Travel within 14 days of the initial deposit for your tour, provided you are not disabled from travel at the time you pay your premium. Tours over 30 days are not eligible for coverage. The premium for the travel protection plan that applies to your tour is noted on the application form. It may be necessary to increase the travel protection premium for those participants who purchase additional services and/or upgrade their arrangements. The premium for the travel protection plan is non-refundable. The travel protection plan does not cover any travel arrangements not made by or purchased from Witte Travel.

### Schedule of Coverages

### Maximum Benefit Amount

Accidental Death & Dismemberment .....	\$25,000
Medical Expense/Emergency Assistance	

Accident and Sickness Medical Expense .....	\$50,000
Emergency Evacuation and Repatriation .....	\$250,000
Pre-Departure Trip Cancellation .....	Trip Cost
Post-Departure Trip Interruption .....	150% of Trip Cost
Missed Connection .....	\$750
Travel Delay (Up to \$150 per day) .....	\$750
Baggage / Personal Effects .....	\$1,500
Baggage Delay .....	\$250

Certain exclusions and limitations apply and are detailed in the Travel Insurance Certificate. For example, coverage does not apply to any sickness or condition of a Traveling Companion or an Immediate Family member traveling with you that existed during the 60 days prior to the effective date of the coverages (this exclusion is waived if your premium is received within 14 days of the initial deposit/payment for your Trip and you are not disabled from travel at the time your premium is received), suicide, normal pregnancy, war or any act of war, mental or nervous disorders. A Traveling Companion is defined as a person or persons with whom you have coordinated travel arrangements and intend to travel with during the Trip. Sickness or injury must commence while the travel protection plan is in effect for you. This plan does not cover a loss that results from an illness, disease or condition (of you, an Immediate Family Member, Traveling Companion or Business Partner), event or circumstance that occurs at a time when the plan is not in effect for you. A Travel Insurance Certificate, which fully details the coverages, provisions, limitations and exclusions of the insurance offered, will be included in the confirmation packet of those travelers who purchase this travel protection. For more information prior to purchase, go to [wittetravel.com/group-travel/travel-protection/](http://wittetravel.com/group-travel/travel-protection/). You may also request a copy of the Certificate from our office at any time. This plan is administered by United States Fire Insurance Company, Eatontown, NJ.

**Documentation:** U.S. citizens are required to have a valid passport. If you already have a passport, check its expiration date now since most foreign countries require that passports be valid for at least six months beyond the traveler's intended return date. If your passport is due to expire shortly after your intended return, you will need to apply for a new one before departure. If you plan to visit countries other than those included in this tour on your own, contact Witte Travel & Tours for any special requirements. For travel into Canada, U.S. citizens are required to have a valid passport or copy of their birth certificate with a raised seal **and** a photo I.D. All non-U.S. citizens should contact Witte Travel & Tours for their special requirements. We will check the requirements for non-U.S. citizens both at the time they register for the tour and again approximately 45 days prior to departure. Witte Travel & Tours is not responsible for any changes in requirements for non-U.S. citizens that occur after our final check.

**The tour cost** is based on a group of 26 passengers, current tariffs for air and land arrangements, and on an exchange rate of \$1.30 to €1.00. The cost is subject to adjustment in the event of changes therein.

**Reservations and payments.** To make reservations on this tour, complete the Application Form and return it as indicated. Reservations cannot be accepted over the telephone. Payments are due as follows:

- Deposit of \$450 per person with Application Form
- Payment of \$1,250 per person by December 1, 2010
- Payment of \$1.250 per person by March 1, 2011
- Balance due on receipt of final invoice sent approximately 30 days prior to departure

If you are registering for the tour after one of the above payment dates, increase your deposit amount accordingly so your account will be up to date. **Please note that checks returned due to insufficient funds are subject to a \$30 service fee.**

**Credit card payments.** Visa, MasterCard, Discover or American Express credit cards can be accepted for the deposit and/or scheduled payments, provided that the request to charge is indicated on the Application Form. The deposit charge will be processed shortly after receipt of your application. Subsequent payments will be charged in keeping with the payment schedule as outlined above.

**Cancellations and refunds.** Witte Travel & Tours must receive notice of cancellation in writing. Penalties are per person and will be based on the date of receipt, as follows:

More than 120 days prior to departure	- \$	100
Between 120 and 91 days prior to departure	- \$	175
Between 90 and 61 days prior to departure	- \$	325
Between 60 and 31 days prior to departure	- \$	475
30 or fewer days prior to departure	-	No Refund

**The above penalties apply to the cost of the land arrangements and are in addition to the airfare penalty noted under "Air Transportation." The service fee noted under "Special Flight Arrangements," any nonrefundable portion of special arrangements made on behalf of the canceling participant and the cost of travel protection, if purchased, will also be added to the above penalties. Cancellation insurance is available.** Please allow four to six weeks for processing of refunds. Refunds will be returned in the same form in which payments were received, i.e., payments made by check will be refunded via

check to the person or organization that made the payments, and payments charged to a credit card will be refunded via a credit back to the same credit card.

**Membership.** Witte Travel & Tours reserves the right to accept or reject any person as a member of the tour and to expel from the tour any participant whose conduct is incompatible with the interest of the tour group. Each special needs participant must be accompanied by a qualified helper who assumes total responsibility for his or her well-being. Witte Travel reserves the right to exclude from the tour any special needs person whose condition impairs customary operation of the tour.

**Land-only participants.** If you wish to make your own flight arrangements, contact Witte Travel for the land-only cost at least 90 days prior to departure. Participants who make their own flight arrangements are strongly encouraged to coordinate their flight schedules with the group's flight schedule and to use the same airports. The group's airport transfers on the arrival and return days will be timed to the group's flight schedule. Land-only participants may need to arrange for their own airport transfers. Contact Witte Travel for information and costs on options for private transfers. Witte Travel & Tours cannot be responsible for any inconveniences to land-only participants resulting from changes in the group's flight schedule. Participants who change their status to land-only less than 90 days prior to departure may be subject to penalties imposed by the airlines.

**Domestic flight connections.** Note on your application if you would like to fly to and from the international departure city. You will be contacted with schedule options and costs. **Witte Travel & Tours must receive requests for connecting flights at least 45 days prior to departure.**

**Special flight arrangements.** Note on your application if you would like to extend your stay in Europe and/or if you would like to depart from and/or return to another city. The number of passengers who can deviate from the group's flight schedule is restricted. You will be contacted to let you know if the arrangements you requested are possible and to advise you of schedule options and costs. Upon confirmation of your special flight arrangements, a non-refundable service fee of \$75 will be added to your account. **In the event of cancellation, the service fee and any nonrefundable portion of special air or land arrangements made on behalf of the canceling participant will be added to the penalties noted under "Cancellations and Refunds." Witte Travel & Tours must receive requests for special flight arrangements at least 45 days prior to departure.**

**Special Meal Requirements.** Please indicate on your application form if you need special meals such as vegetarian, diabetic, gluten-free, or low-sodium. Special meal requests cannot be guaranteed, but we will pass them on to the airlines and hotels. We will also inform your tour personnel, who will make every effort to see that your requests are met at the hotels. **Witte Travel & Tours must receive requests for special meals at least 45 days prior to departure.**

**Time away from the tour.** Advise Witte Travel & Tours in writing at least 45 days before departure if you plan to spend some time away from the tour. Wherever possible, you will be credited for missed hotel nights.

**Final tour documents**—including itinerary, hotel list, passenger list, flight schedules with departure instructions, and luggage tags—are sent about 10 days prior to departure. Flight tickets are usually made available at the airport at check-in time.

**Responsibility.** As the tour operator, Witte Travel & Tours will be responsible for supplying the services and accommodations outlined in the brochure as constituting the tour, except to the extent that such services cannot be supplied, wholly or partially, owing to circumstances beyond its control. In such cases, Witte Travel & Tours will use its best efforts to supply alternative services and accommodations, and no refunds will be granted provided that the alternatives are comparable to the original services and accommodations included in the tour cost. Witte Travel & Tours, its agents, sponsors, organizers and employees shall not be responsible for any injury, loss, damage, accident, delay, irregularity or expense arising from strikes, weather, sickness, acts of war or terrorism, governmental restrictions or regulations or from any act or omission on the part of any individual or company furnishing transportation, accommodations or any other services to the tour participants; nor shall Witte Travel & Tours be responsible for any injuries, death, damages, loss or delay in any means of transportation or by reason of any event beyond its actual control. Witte Travel & Tours reserves the right to make changes in the tour dates or itinerary routing should circumstances make such necessary. In case of insufficient participation, Witte Travel & Tours may cancel the tour. In the event of cancellation of the tour by Witte Travel & Tours, its liability will be limited to a refund in full of all monies paid by the participants. If available, Witte Travel & Tours will offer an alternative trip, which the participants may accept or reject. California Passengers: Witte Travel & Tours is licensed under the California Seller of Travel Act—registration number 201-3304-40. Witte Travel & Tours is a member of the National Tour Association, the mark of excellence in the group tour industry.

**Copyright policy.** By signing the application for this tour, I give Witte Travel permission to publish in print, electronic, or video format the likeness or image of me, any family members or legal wards, for any lawful purposes such as advertising Witte Travel's services. I release all claims against Witte Travel with respect to copyright ownership, privacy, and publicity rights including any claim for compensation related to use of the materials of commercial purposes.

**UNIVERSITY OF ALABAMA 2011 ORGAN STUDY TOUR**

**July 5-14, 2011**

**\$4,600 per person from Atlanta (approximate)\***

**APPLICATION FORM**

For office use only

Return this completed form to **Witte Travel & Tours**, 3250 28<sup>th</sup> Street, SE, Grand Rapids, MI 49512, along with your deposit in the amount of \$450 per person, made payable to **Witte Travel**. Please refer to the Terms and Conditions for the complete payment schedule. If you are signing up for the tour after further payments are due, include sufficient funds with your application to bring your account up to date. **Be sure to indicate on the reverse if you choose to decline the travel protection.**

**\*We will contact you with the confirmed tour cost when it is available. If the cost is higher than anticipated, you will have the opportunity to withdraw your reservation without penalty.**

**ALL INFORMATION IN THIS SECTION MUST BE FILLED OUT IN ORDER FOR US TO PROCESS THIS APPLICATION**

**IMPORTANT NOTE**-Your passport must be valid for a minimum of six months beyond your intended return date. See "Documentation" in the terms and conditions for more information.

**Print full legal name as it appears on your passport. DO NOT USE INITIALS**

1. Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Name (if other than legal first name) you wish printed on your nametag \_\_\_\_\_

Male  Female Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Citizenship: U.S.  Other  (indicate country) \_\_\_\_\_

Passport # \_\_\_\_\_ Exp. Date (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2. Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Name (if other than legal first name) you wish printed on your nametag \_\_\_\_\_

Male  Female Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Citizenship: U.S.  Other  (indicate country) \_\_\_\_\_

Passport # \_\_\_\_\_ Exp. Date (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NOTE: ALL MAILINGS PERTAINING TO THIS APPLICATION WILL BE SENT TO THE ADDRESS BELOW**

Mailing address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Home \_\_\_\_\_ / \_\_\_\_\_ Work \_\_\_\_\_ / \_\_\_\_\_

Cell Phone \_\_\_\_\_ / \_\_\_\_\_ E-mail \_\_\_\_\_

May we contact you via e-mail about travel specials, tours and promotions? Yes  No

I plan to have a roommate (name if not listed above): \_\_\_\_\_  Roommate not yet known

I do not have a roommate and appreciate assistance in finding one. I understand that if a suitable roommate is not available, I will be responsible for the cost of single accommodations.

I prefer single occupancy  Smoke  Do not smoke

**ALTERNATE DEPARTURE/SPECIAL ARRANGEMENTS**

**Domestic Flight Connections:** I/we would like domestic connections from \_\_\_\_\_ to \_\_\_\_\_ and back.

**Special Air Arrangements:** I/We wish to spend additional time in Europe. I/We wish to depart on \_\_\_\_\_  
\_\_\_\_\_ and return on \_\_\_\_\_.

If you need any special land arrangements in Europe—car rentals, hotels, rail, etc., include a separate note detailing your plans and we'll offer our suggestions for your trip. **The fee for special arrangements is \$75.**

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### SPECIAL MEAL REQUIREMENTS

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Requests for special meals cannot be guaranteed, but we will pass them on to the airlines and hotels and we will also inform your tour personnel.

Name \_\_\_\_\_  Vegetarian  Diabetic  Low Sodium  Gluten free  Other \_\_\_\_\_

Name \_\_\_\_\_  Vegetarian  Diabetic  Low Sodium  Gluten free  Other \_\_\_\_\_

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### CREDIT CARD INFORMATION

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Witte Travel is authorized to charge the deposit and all payments on account, per the schedule as noted, to the following credit card, **OR**

Witte Travel is authorized to charge only the initial deposit. All further payments will be made by check. Refer to the Terms and Conditions for the complete payment schedule. If you are signing up for the tour after further payments are due, include a check to cover these payments with your application.

Visa  MasterCard  Discover  American Express

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

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### TRAVEL PROTECTION INFORMATION

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A travel protection package is available in connection with your tour. The premium of \$215 will automatically be added to your account. However, travel protection is optional and you may choose to decline it. Refer to the Terms and Conditions for more information. Indicate here if you wish to decline the travel protection.

I / we wish to decline the travel protection at this time. I / we understand that travel protection may be purchased later, provided the premium is received prior to making final payment on the tour. I / we also understand that the policy exclusion on pre-existing conditions will be waived only if the travel protection is purchased within 14 days of making the initial deposit on the tour.

\*It may be necessary to increase the travel protection premium for those who purchase additional services and/or upgrade their arrangements.

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### SIGNATURE

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All information and signature lines below **must** be filled out in order for us to process this application.

**I / We have read, understood and accept the terms and conditions for the tour as outlined in the tour brochure.**

Signatures of participants

1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

Emergency contact \_\_\_\_\_

Emergency phone (include area code) \_\_\_\_\_