



# Group Organiser Pack

Organiser Name	
Destination	
Departure Date	

## RETURNING YOUR DOCUMENTATION

Please ensure your Group Organiser Pack is fully completed and returned to Alfa Travel Groups Department. Please refer to your Confirmation Letter for return-by dates.

### Returning your pack

The easiest way to complete this pack is to fill it out on the computer and email the completed document back to us on [groups@alfatravel.co.uk](mailto:groups@alfatravel.co.uk)

Should you prefer to post the pack, please print the enclosed forms and stick the freepost address label below to an envelope.

Alfa Groups Department  
FREEPOST RTKZ-RJUS-ACLU  
Alfa Travel Ltd  
Euxton Lane  
Chorley  
PR7 6AF

## Alfa Travel Group Pick-up Details

All pick-ups must be noted here at the time of confirming the group. Alfa will not recognise any additional pick-ups on the day of travel.

**FULL GROUP (30-49 passengers):** A group having sole use of the coach has a maximum of FOUR pick-ups

**PART GROUP (21-29 passengers):** A part group qualifies for one tailored pick up per 10 passengers plus the use of standard Alfa pick-ups. Part groups will travel via the interchange before continuing on the tour coach to resort

**INTERCHANGES:** North West – Burtonwood | North East – Bowburn | Midlands – Tamworth | South – Reading | Yorkshire – Woodall  
Please study the feeder route map in your brochure for full details.

Pick-up	Pick up time (subject to approval)	Location (E.g. Tesco car park)	Address	Town	Postcode
A					
B					
C					
D					









## Alfa Travel Group Coach Seating Plan



Please complete the names for each passenger for an allocated seat to enable us to print seat numbers on tickets.

### Seating plan

1		17		33	
2		18		34	
3		19		35	
4		20		36	
5		21		37	
6		22		38	
7		23		39	
8		24		40	
9		25		41	
10		26		42	
11		27		43	
12		28		44	
13		29		45	
14		30		46	
15		31		47	
16		32		48	
				49	

### Coach Plan

			DRIVER	
1	2		3	4
5	6		7	8
9	10		11	12
13	14		15	16
17	18		19	20
21	22			
23	24			
25	26			
29	30		31	32
33	34		35	36
37	38		39	40
41	42		43	44
45	46		47	48
49	49	49	47	48

## Alfa Travel Group Hotel Dining Plan



Please note the maximum number of guests per table at our Leisureplex hotels is normally four. We will endeavour to arrange seating to your requirements, however this cannot be guaranteed.

Some hotels including Leisureplex hotels operate a series of different sittings and times will be allocated to each guest on arrival. It may not be possible to seat your group together for the same meal time.

Some third party hotels also operate a self-service system where tables are not allocated.

[illegible]