**AIRPORT TIPS AND TRICKS**

* Have all of your E-tickets printed out before you go to the airport if possible and in alphabetical order – We suggest putting these in a binder.
* We suggest having your team arrive at least 2 and ½ hours before your departure to make sure that you have a plenty of time and account for any unexpected surprises.
* Keep your team quiet and organized as much as possible. People will be saying goodbye to family members so be respectful of their time.
* Check weight of luggage prior to checking in. If someone on team has space in their suitcase to add more weight have them check in last just in case you need to shift some items. We recommend that the team check in together as a group using the same check in counter.
* Take a picture of the checked luggage tags usually put on the back page of passport book.
* **Recommended for Teams using their 2 checked luggage for supplies:** Have each person take a picture or at least a mental picture of their suitcase so they will know what they are looking for at your destination.
* **Recommended for Teams using their 2 checked luggage for supplies:** Once everyone has arrived, collect everyone’s passports and put them in alphabetical order.
* **Recommended for Teams using their 2 checked luggage for supplies:** Approach the counter with all of the tickets and passports to begin the check in process. BE AS NICE AS POSSIBLE so the agent will work with you as much as possible especially since you have to check multiple suitcases that are teetering on the weight limit – Ask the agent: “What works best for you? How would you like to do this?”
* **Recommended for Teams using their 2 checked luggage for supplies:** Offer, as the team leader, to facilitate the check in process and have each person come to the counter one by one to check their bags.
* Make sure all of your bags are checked all the way through to your final destination.
* Have the attendant give you each person’s baggage tags. Collect these on a piece of paper. Do not put them on people’s passports – The team leader should keep up with all of these.
* Once everyone has been checked in, take a moment to finish saying your goodbyes to family and friends.
* Circle up and pray together BEFORE you go through security.
* Take a team picture in the Charleston airport!
* Go through security and then find a place at your terminal for the team to sit together. Remember you are representing Seacoast Church. People in Charleston know Seacoast Church, so make sure your team is representing Christ well.
* Create a number count off system and start practicing in the Charleston airport. Appoint someone to lead the team through the airports in the front and someone bringing up the rear.
* Make sure everyone knows to meet at each terminal for the entire team to deplane before moving to the next location. COUNT OFF whenever necessary. The team should meet up before people head to the bathroom, etc.
* Set the expectations for each layover prior to getting on the plane so everyone knows what to expect.
* Once you get to your final destination, work together to get through customs. Make sure your team knows they will be given a form to fill out in the airplane about the reason for their travel. It is always best to say TOURSIM as the reason for travel. You can fill out your form first and then pass it around to the team.
* Once you are through customs, you can go to baggage claim to being collecting your bags. You should see your host missionaries by now so they can help you with the rest of the process.
* Repeat the process on the way home.