



## Flights 101:

### Welcome to Go Ahead Tours!

We're excited to partner with you in planning your group's adventure. To facilitate a quality flight experience and ensure your group is prepared for departure, please review the information in this guide.

## FLIGHTS 101

Important Dates	Details	Action Items	Resources
<b>300 days before departure</b>	The earliest airlines release their schedules for upcoming departures and the earliest Go Ahead may begin to arrange flights for some tours.	Time to talk to your group! Gather preferences, review the following deadlines, and read the request guide on the following page.	Request Guide (See page 3 of this guide)
<b>180-300 days before departure</b>	Time to start looking into flights for your group!	Submit flight requests, including requests to fly together, to the Go Ahead team.  Ensure passport information is correct and confirmed! Visit MyAccount or the mobile app to verify under “Travel Documents”.	<a href="#">Mobile App</a> <a href="#">MyAccount</a>
<b>*180 days before departure*</b>	Deadline to submit requests and verify all travelers have provided passport information (also called “TSA information”)	Use the mobile app/MyAccount to update passport information and contact the Go Ahead team to submit final requests.  Any traveler not enrolled or lacking passport information by this date will not be included in the group flight request and is likely to fly separately from others in the group.	<a href="#">Mobile App</a> <a href="#">MyAccount</a>
<b>85-135 days before departure</b>	This is the earliest that flight itineraries begin to appear in MyAccount/mobile app.	Don’t see them yet? Don’t worry; they’re being finalized and will be released at least 85 days before departure!	<a href="#">Mobile App</a> <a href="#">MyAccount</a>
<b>30-45 days before departure</b>	Flights are ticketed by Go Ahead.  30 days before departure is the deadline to request airline transfers for those booking flights independently	Download your airline’s mobile app and review seating per airline policy	Seating Guide (See page 5 of this guide)
<b>1 day before departure</b>	Check-in is available.	Time to explore the world!	Arrival Guide (See page 5 of this guide)

### Pro tips!

- Check what is important to your group! There are many definitions of “flying together” – requesting to fly from the same airport on the way to tour, flying the international flight(s) together, or being on the exact same itinerary in both directions. Let your Account Manager know your preferences and remember that those signing up within 180 days of departure will not be included in the group’s requests.
- The earlier the entire group books, provides passport information, and submits requests, the better! Remember, the group request deadline is 180 days prior to departure!
- All travelers must provide their passport details, also called “TSA information,” (passport name, date of birth, gender) to Go Ahead to request flights. We cannot make flight arrangements or take requests without passport information.
- Use your Go Ahead app to verify if all travelers are TSA confirmed (“Travel Documents”) and have accurate travel dates and departing/returning airport(s).

## Request Process

### Remember:

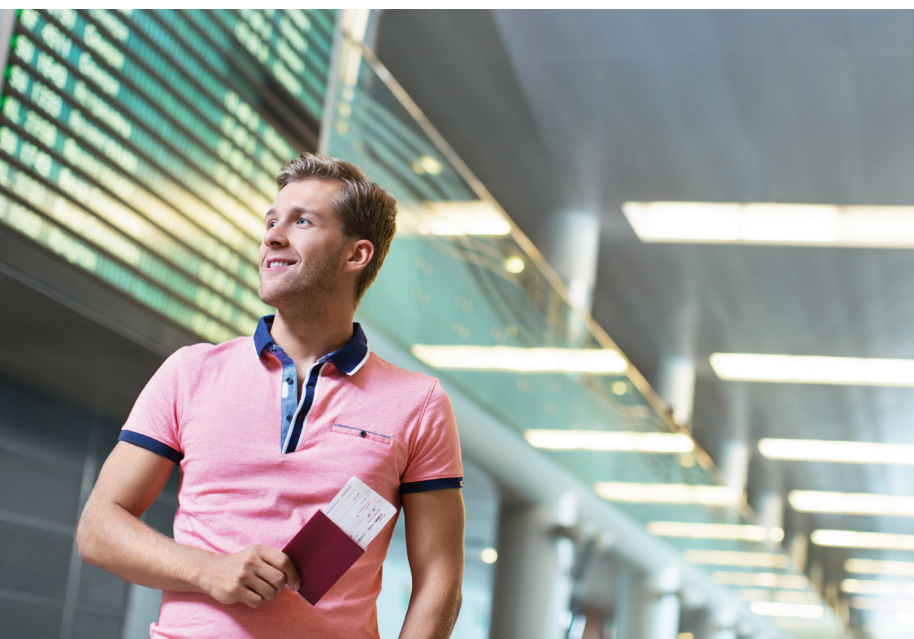
#### 180-300 days before departure

Provide passport information and submit flight requests, including requests to fly together, to the Go Ahead team.

#### 180 days before departure

Deadline to submit requests and verify all travelers have provided passport details.

Travelers enrolling after this date must submit their passport information and any requests at the time of reservation. They will not be included in any group requests.



### Pro tips!

- Individual requests will take precedence over group requests! So, if your group member has asked for an upgrade, deviated itinerary, or pre- or post-stay, they will likely fly separately from the group.

# What Kinds of Requests Are Available?

Request Type	Available via Go Ahead	Timeline to Request	Potential for Additional Cost?
Group flying together (same airport/standard tour dates, where available)	Yes	180-300 days before departure	No
Specific individuals flying together (same airport/standard tour dates, where available)	Yes	180-300 days before departure	No
Premium Economy or Business Class Upgrades (where available, international long-haul only)	Yes	180-300 days before departure	Yes
Early Arrivals and/or Late Departures (airport transfers not available)	Yes	180-300 days before departure	Yes
Overnight stopovers on the way to/from tour (select international cities)	Yes	180-300 days before departure	Yes
Deviations from Standard Airports	Yes	180-300 days before departure	Yes
Meetups (travelers from multiple airports meeting at a common airport on the way to tour)	No	Travelers should book Go Ahead flights from the common airport at least 180 days before tour	N/A
Seat Upgrades within Main Cabin Economy	No	Work directly with the airline after ticketing (30-45 days before departure) *Not available on all itineraries/ticket types	Yes

Request Type	Communication Handled by	Request Submitted to
Entire group, same request	Group Coordinator	Account Manager
Entire group, varying requests	Group Coordinator	Account Manager

# Preparing to Fly & Arrival Day

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## Seating

- Standard Seating is in Economy Class (unless you've booked a cabin upgrade through Go Ahead). Seating is entirely at the discretion of the airlines.
- Depending on airline policy for groups, you will likely wait until check-in for seat assignment.
- Note that some airlines may charge for seat assignment prior to check-in.
- Check individual airline baggage policies for allowances. Note that some airlines (including for all domestic tours) may charge for checked luggage



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## Departure Day

- Arrive at the airport at least 3-4 hours prior to departure.
- If possible, do not check a bag to avoid luggage delay.
- If you must check a bag, pack important documents (vaccination card, passport, credit cards), 2-3 change of clothes, all medication, and snacks in your carry-on luggage.
- Check individual airline baggage policies for allowances. Note that some airlines (including for all domestic tours) may charge for checked luggage



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## Arrival Day

- When you arrive, attach your Go Ahead luggage to your bag and wear your lanyard.
- After collecting your luggage, leave the baggage area and follow the signs to proceed through customs or passport control.
- In most cases, you will see the Go Ahead Representative in the Arrivals Hall holding a sign. Your Tour Director/Transfer Representative will not be able to enter the secure part of the airport, so ensure you've exited to the arrivals area.
- For a select few tours (specifically tours arriving in London), you will receive special arrival instructions in your pre-departure packet.
- Note that you may not see the Go Ahead representative immediately if they are bringing travelers to the bus.
- If you have been waiting for more than an hour and have not found the Go Ahead representative, please call our 24/7 On-Tour Support Team at 617-619-1911.

*Please Note: If you've arranged independent flights, you must arrange airport transfers with Go Ahead (at additional cost) at least 30 days before tour. Otherwise, you will meet your group at your first hotel.*

