

# Check Sheet for School Exchange Program

School Name \_\_\_\_\_

Date of Arrival in Japan	Date of Departure from Japan
Exchange Program Preferred between (time) : ~ : on (date)	
<b>Information on your School</b>	
School Name	
Address	
Country	
School Principal	
Contact Person	
Email Address	
Remarks if any	
<b>Information on your Students</b>	
Number of All Students	
Number of Participants	( boys girls )
Ages of Participants	

## What you do or expect in Exchange Program

Participation in class	Yes No	Specifically if any
Participation in club activity	Yes No	Specifically if any
Experience for Japanese culture	Yes No	Specifically if any
Free communication with students	Yes No	Specifically if any
Lunch with Japanese Students	Yes No	Specifically if any
Other request	Yes No	Specifically if any

## What you do or expect in Welcome Ceremony

Gift exchange between schools	Yes No	Specifically if any
Gift exchange between students	Yes No	Specifically if any
Speech of Principal	Yes No	Specifically if any
Speech of representative student	Yes No	Specifically if any
Performing song, dance etc.	Yes No	Specifically if any
• If "Yes", How long does it take ?	Min	Specifically if any
• How many students involved ?	Students	Specifically if any
• Anything that need to be prepared	Yes No	Such as microphone, CD player
• Need changing room ?	Yes No	Specifically if any

## Requests or remarks if any

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## Other documents required beforehand

- Tour Itinerary / • Name List / • Tour Agency and tour guide's contact phone number in Japan