

Logo

Welcome to *[Name of the city]*!

QUICK GUIDE

FOR

[Target group i.e. EVS volunteers etc]

INFO

INDEX

This document contains some useful information about:

1. INFORMATION ABOUT HOUSES AND STUFF TO BE BROUGHT
2. WORKING RULES AT THE ORGANISATION
3. RULES FOR HOUSE SHARING
4. SUGGESTIONS TO TAKE THE BUS OR TRAIN FROM THE AIRPORT
5. THE TEAM
6. USEFUL NUMBERS, LINKS AND INFORMATION
7. FIRST *[LANGUAGE OF THE COUNTRY]* SENTENCES
8. TEN THINGS TO DEAL WITH IN *[NAME OF THE CITY]*



1. INFORMATION ABOUT HOUSES AND STUFF TO BE BROUGHT

ACCOMMODATION

[Description of the accommodation, address, number of flatmates, things to bring (i.e. bed-sheets, towel etc), if there is internet, type of clothes etc.

[Map of the way from the accommodation to the organisation.]

2. WORKING RULES AT THE ORGANISATION

These below are the general rules; *during your on arrival training you will know the specific ones:*

[Rules at the hosting organisation]

3. RULES FOR HOUSE SHARING

At home

[For instance :

- Clean regularly the common spaces, specially kitchen and bathrooms.

- It is recommended to do a weekly schedule for the cleaning at home.

- In the case that you don't know how to act for anything or there is a big problem at home that you cannot solve on your own, you must contact your mentor in first instance.]

4. SUGGESTIONS TO TAKE THE BUS OR TRAIN FROM THE AIRPORT

[The bus, train or taxi to take from the airport, and some tips]

INFO

5. THE TEAM

Role	Name	Contact in case of...
Responsible		
Secretariat and administrative issues		
Mentor		

CONTACT NUMBERS

[Name, e-mail, phone number]

office: address, website, phone number

6. USEFUL NUMBERS, LINKS AND INFORMATION

SUPPLIER	RELATED ISSUES	PHONE NUMBERS
<i>Owner</i>		
<i>Gas</i>		
<i>Electricity</i>		
<i>Organisation</i>		

7. FIRST [LANGUAGE OF THE COUNTRY] SENTENCES

My name is

Good morning

Good afternoon

Good evening

Good night

How are you?

I'm fine

I feel bad

I come from England

I will stay in Italy for 9 months

I would like to buy a bottle of water

I would like to buy a sandwich

I would like to buy an ice-cream

How much is it?

Thank you

Excuse me

I'm sorry

I don't understand

Do you speak English?

I don't speak Italian

The bill, please

Good morning, I'd like to buy some apples.

How much are they?

8. 10 THINGS TO DEAL WITH IN *[NAME OF THE CITY]*

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

