



## *Sample Tour Planning Schedule*

### **Twelve to Nine Months before Trip**

- Contact EPN to determine trip parameters: Where do you want to go? When do you want to go? What is your budget for the trip? What can EPN do to help with your planning – Hotel accommodations? Transportation? Attractions? Meals?
- Receive and review proposed travel itinerary from EPN Travel
- Discuss Travel Insurance with your EPN planner and administrator
- Get administrator/principal/school board approval
- Return initialed and signed *Travel Agreement* and any necessary deposits
- Discuss your school's crisis management plan with your administrators

### **Nine to Six Months before Trip**

- Send out parent letter detailing trip
- Determine travel documents needed (passports, if necessary) for students & accompanying adults
- Research fundraising options
- Plan and hold a Parent Meeting.
  - Provide itinerary, payment schedule, permission slips, participant terms & conditions
  - Provide Fundraising Information
  - Request Chaperones – be sure to explain clearances needed
- Contact EPN to confirm itinerary and number of students and adults.
- Fundraise, collect permission slips
- Collect deposits

### **Six to Two Months before Trip**

- Begin working on Rooming List – forms will be sent by EPN planner
- Collect funds according to payment schedule
- Check on food allergies of participants and relay to EPN Planner for meals.

### **Two to One Month before Trip**

- Collect and send funds for final payment to EPN Travel
- Finalize participant counts with EPN
- Send completed Rooming List forms to EPN

### **Two to One Week before Trip**

- Send out sample packing list to participants.
- Organize emergency contact papers.
- Distribute emergency contact numbers to parents