

## Trip Organiser Timeline and checklist

Before you go	Action	Complete?
18 – 10 months	Talk to SMT about a potential China trip	
18 – 10 months	Contact tour provider for a quote	
18 – 10 months	Contact airlines for quotes	
12 – 10 months	Liaise with school or council's school trip coordinators and health & safety	
12 – 10 months	Confirm school's insurance policy	
10 – 8 months	Promote China trip to students and parents	
10 - 8 months	Finalise quote and price with tour provider	
10 – 8 months	Organise a parents' information evening to distribute info	
8 – 7 months	Get sign ups and deposits in, set payment schedule for instalments	
6 months	Pay airlines deposits and instalments for flights	
5 – 4 months	Latest date to pay TDT deposit	
4 – 3 months	Remind parents about inoculations	
3 – 2 months	Organise visas (gather documents and send off to agent)	
3 months	PAX names and details to be sent to TDT and airline	

<b>3 months</b>	<b>Latest date to pay TDT second instalment</b>	
<b>2 months</b>	<b>Having a pre-departure summary</b>	
<b>6 weeks</b>	<b>Organise airport transfer</b>	
<b>6-4 weeks</b>	<b>Latest date to pay TDT final instalment</b>	
<b>4 -3 weeks</b>	<b>Remind parents final details, spending money and send out packing list</b>	
<b>4-2 weeks</b>	<b>Pre-departure phone call</b>	
<b>3 working days</b>	<b>Final reminder to parents of meeting place and time. Check all passports, visas are ready and emergency phone numbers.</b>	