



TRIP PLANNING CHECKLIST

Thank you for confirming your travel plans with ETI! We know that being a group leader involves a lot of planning (and information overload!), but rest assured, we're here to support you every step of the way. This handy checklist is to help keep you organized and ensure everything runs smoothly. **Let's make this an unforgettable adventure together!**

SECURE ALL DETAILS

- Reconfirm Administration Approval (& No Date Conflicts with School Events)
- Confirm Trip Registration Set-Up with ETI Accounting Team (20 min call) (Online Payment Platform)
- Distribute Trip Information to Parents/Guardians, *Information Provided by ETI*
- Share Donation Link, *found in Online Payment Platform* (Individual Pay Plan Only)
- Review ETI Virtual Welcome Binder
- Review Performance/Workshop/Clinic Opportunities/Submit Any Application(s) Needed*
- Review Your Working Itinerary

PROMOTE AND PLAN TRIP

- Update and Display Flyer
- Post on Your Social Media
- Include in Your Newsletter
- Promote Travel Protection
- Host Family Meeting(s)
- Remind Passengers of Payment Due Dates
- Confirm Chaperone List & Expectations
- Monitor Passenger Registration Numbers and Payments
- Submit Donations to Group Collect Portal

COMPLETE REGISTRATION INFO

- Finalize Passenger Registration List
- Complete Passenger/Hotel Rooming List
- Finalize Airline Manifest*
- Confirm All Passports Are Current *
- Review Dietary Needs and Meal Pre-Order Selections *
- Review Information Provided About ETI App, *powered by Group Travel Video*
- Download ETI App, Shortly Before Trip Departure
- Review Jassby Cash Card information*
- Confirm All Activity Waivers Are Signed*
- Finalize Bus Passenger List

*Where Applicable