

# Trip-Planning Checklist

## NEXT STEPS

- **Promote your trip!** Use the highest pricing scenario from your proposal to have a buffer in case your group size fluctuates. Factor in additional expenses that aren't included in your price (e.g. spending money, gratuities).
- Organize an **evening presentation** with parents/colleagues. Your Jumpstreet tour consultant is on standby in case you need support.
- Have the participants **register on our portal** and pay their deposit. Your Jumpstreet tour consultant will provide you with the registration procedures.
  - » Distribute the **insurance options** that we included in your initial proposal. It's essential that your group has this information prior to submitting initial deposits.
- If you're interested in attending a **special event** (e.g. show, sporting event), notify us as soon as possible and anticipate an additional deposit for the tickets so we can assess the best possible availability and price for your group.
- **Review your itinerary!** Your Jumpstreet tour consultant will send you a pre-finalized itinerary for you to sign off on. This is the time to make any necessary adjustments!
- Start a collection of copies of **required travel documents** (including passports and visas, if applicable) for each participant and **consent forms** from parents for the trip.

## AT LEAST 60 DAYS BEFORE DEPARTURE

We will be finalizing your itinerary and reviewing your trip with a fine-toothed comb to ensure smooth execution. Requesting any additional itinerary changes as of this point can have a big impact on the quality and/or final price of your trip.

- The **final trip payment** is due. Automated reminders are sent via our portal.
- Your **rooming list** is due. Our drag and drop function on the portal makes it easy! Your room count is calculated in quadruple occupancy for students and in double occupancy for adults. Contact your Jumpstreet tour consultant if your group requires special arrangements.

## AT LEAST 30 DAYS BEFORE DEPARTURE

Our suppliers will be paid according to your group size. Requesting any changes at this point can significantly impact the quality and/or final price of your trip.

- Review your portal account, ensuring that the balance is paid in full for all participants.
- Review your final itinerary, ensuring that everything is in order.
- Send your Jumpstreet tour consultant a phone number at which you can be reached the day of departure, the contact information (cell phone number and email) of any accompanying adults on the trip, and the emergency contact of a school representative.
- Make sure to have in your possession paper copies of the following documents for each participant: passport (and other identification documents/visas needed if crossing the border), insurance policy, and parental authorization.

***Don't forget!*** Your Jumpstreet tour consultant is always on standby to support you with any and all trip-related requirements. We're flexible, experienced, and committed to ensuring that your trip-planning experience is a huge success. Go team!