

Group Leader Timeline

Actions we require from you as the group leader during the booking process

We will send out all the required and useful information to you between confirming your booking and the trip taking place. We recommend making a note of the below timeline, so you know when you need to have final confirmations, deposits, medical & dietary information from parents. We hope this helps.

At the time of enquiry:

- We will provide you with an all-inclusive quote based on your estimated participant numbers, available dates, chosen location & programme.
- We recommend that schools to send out an expression of interest letter/email to parents to obtain as accurate as possible numbers from the outset and before confirming a booking. Holding places unnecessarily can be damaging to venues and their business.

At the time of booking confirmation

- We required your signed booking form to be returned to us as confirmation of your booking – this signed form is required by return.
- A Holding deposit invoice will be issued – your payment is required within 14 days.

6 Months prior to the trip:

- Group leader to advise us of any changes to group numbers since the original group numbers were confirmed. This point is also the deadline for confirming City Tour group bookings and for confirming final chargeable numbers and gender split of pupils and leaders. (Please take note of the “**Variations to Bookings**” section of our Booking Terms and Conditions.)
- We issue paperwork for information and a number of forms for completion (includes participants list, travel arrangements, dietary and medical forms, kit lists, insurances etc (completed forms required no later than 4 weeks prior to your trip commencing.)
- A Secondary Deposit invoice will be issued – payment is required by return.

90 days prior to the trip:

- Deadline for final chargeable group numbers and gender split of pupils and leaders for all visits except City tour groups. We will send a reminder but, if this deadline is missed then the full amount will be due based on the original group numbers reserved at the outset. (Again, please note the “**Variations to Bookings**” section of the Booking Terms and Conditions.)
- A Final Balance invoice will be issued – payment is required by return.

4 weeks prior to the trip

- Deadline for returning the completed Medical, Dietary information & Menu choices.
- Deadline for returning the completed Participant & Rooming plans.

First Education & School Travel

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