



# Group Leader Checklist

# TOUR PROMOTIONS & FUNDRAISING

## CHECKLIST

<input type="checkbox"/>	<p>All marketing materials needed have been requested/supplied. Check that you have links or documents for your:</p> <ul style="list-style-type: none"><li>• Tour-specific webpage (this is your main promotional tool).</li><li>• Video with highlights of your specific tour</li><li>• Digital posters – these can be supplied in either JPEG or PDF formats for printing or sending electronically.</li><li>• PowerPoint presentation (for your Group Leader information meeting).</li></ul>
<input type="checkbox"/>	<p>Do travelers/families understand how to enroll on tour?</p> <ul style="list-style-type: none"><li>• Enrollment is via your tour-specific webpage.</li><li>• Travelers who have traveled with Lingo Tours before and have an existing online account should select <b>EXISTING TRAVELER</b> and then <b>ENROLL ON TOUR</b> when signing up on a new tour.</li></ul>
<input type="checkbox"/>	<p>Do travelers/families understand how to make tour payments?</p> <ul style="list-style-type: none"><li>• Payment is done by credit card when travelers are logged in to their Lingo Tours online account.</li></ul>
<input type="checkbox"/>	<p>Do travelers/families know how and who to contact at Lingo Tours?</p> <ul style="list-style-type: none"><li>• Always contact <a href="mailto:clientservice@lingo-tours.com">clientservice@lingo-tours.com</a> for any traveler-related questions.</li></ul>
<input type="checkbox"/>	<p>Have you organized your Group Leader traveler information meetings?</p> <ul style="list-style-type: none"><li>• Use your PowerPoint presentation, tour-specific webpage and video at the meeting.</li></ul> <p>If you need support to structure your first information meeting, we can set up a virtual or face-to-face meeting with a Group Leader ambassador who can help you with directions and ideas.</p>
<input type="checkbox"/>	<p>Assist your group with fundraising ideas: <a href="http://www.lingo-tours.com/fundraising">www.lingo-tours.com/fundraising</a></p>

# TOUR PROMOTIONS & FUNDRAISING

## SPECIAL REQUESTS

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Check regarding: travelers who want deviation flights.

- There is a set-up fee of \$125pp + possible airfare price difference.
- Please note: deviation or Land Only need to be requested upon enrollment otherwise a flight penalty fee MAY apply (if flights are booked).

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If traveler(s) in your group have special requests or special needs to consider for the set up of the tour, please inform client service to discuss options for your tour.



# ONGOING UNTIL DEPARTURE OR PAID IN FULL

## PAYMENTS

[www.lingo-tours.com/payments](http://www.lingo-tours.com/payments)

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Check that traveler payments are being continually made by everyone and that no one is falling behind. Making regular payments is the best way to minimize potential cancellations.

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Remind your group of payment deadlines:

- \$150 REGISTRATION PAYMENT – Due upon enrollment
- \$500 PAYMENT – Due within 30 days of your registration
- TOUR MUST BE 25% PAID BY – 6 months before your tour departure
- TOUR MUST BE 50% PAID BY – 4 months before your tour departure
- TOUR MUST BE PAID IN FULL BY – 2 months before your tour departure

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Remind your group that payments are done with credit or debit card when logged into their Lingo Tours online account. Upon payment their payment balance is updated instantly.

## CHAPERONES AND FREE SPOTS

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Remind Chaperones to enroll, and then notify Lingo Tours of the names of the Chaperones so that we can take off their tour cost.

- Chaperones are free in a Twin room, Single room supplement will need to be applied if they require a Single room (unless otherwise mentioned in your signed Itemized Itinerary).

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Make sure your free travelers are enrolled (do not wait to enroll them in the last couple of months as we need their details as early as possible to arrange the correct rooming and flights).

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Delegate tasks to your Chaperones both before departure as well as on tour, they are there to assist you!

# ONGOING UNTIL DEPARTURE OR PAID IN FULL

## VISAS / PASSPORTS

[www.lingo-tours.com/travelpreparations](http://www.lingo-tours.com/travelpreparations)

<input type="checkbox"/>	<p>Remind your group about the upcoming European entry document for 2022. Visa-free travelers, including US citizens, will need to request ETIAS authorization before visiting the Schengen Area. They can complete an application and pay a service fee of 7 euros (about \$8) online. This process takes around 10 minutes and provides an instant ETIAS. Travelers who are currently able to visit EU Schengen countries without a visa, will not need to apply for ETIAS until 2022.</p> <ul style="list-style-type: none"><li>• <a href="https://etias.com/etias-application">https://etias.com/etias-application</a></li></ul>
<input type="checkbox"/>	<p>For nationalities with requirement of a Schengen Visa to visit Europe will have the same Visa requirement applying, even after 2022, for tourism, business, or transit purposes. You can find out if you will need to apply for ETIAS by completing the form online.</p> <ul style="list-style-type: none"><li>• <a href="https://etias.com/etias-application">https://etias.com/etias-application</a></li></ul>
<input type="checkbox"/>	<p>Make sure that people who are traveling on a non-US passport do not need any visas for the countries they will be visiting on tour. If required, ensure they have been obtained and any letters or necessary information have also been obtained well in advance.</p>
<input type="checkbox"/>	<p>Remind your group about passport details:</p> <ul style="list-style-type: none"><li>• Name and details supplied to Lingo Tours and entered via the travelers online account should be EXACTLY as in passport.</li><li>• Passports MUST HAVE more than 6 months validity left upon re-entry (return) date to the USA.</li></ul>
<input type="checkbox"/>	<p>Check that personal details for all travelers are CORRECT. Please DOUBLE CHECK your group have listed the correct GENDER as in their passports.</p>
<input type="checkbox"/>	<p>Check that travelers have selected any Tour Optionals they wish to join on / Remind travelers that there are optional excursions available.</p>

# MINIMUM 120 DAYS BEFORE DEPARTURE

## CHECKLIST

<input type="checkbox"/>	Confirm with travelers that they have travel insurance.
<input type="checkbox"/>	Confirm with travelers re: dietary requirements (allergies) and send to Lingo Tours.
<input type="checkbox"/>	Confirm with travelers re: rooming preferences and send to Lingo Tours.
<input type="checkbox"/>	All free travelers should be enrolled by now. Double-check in your Group Leader online account that their tour cost has been reduced to zero (unless upgrading to Single room with a supplement to pay).
<input type="checkbox"/>	Please remind any Chaperones in a Single room that they need to settle their Single room supplement balance.



# 30 DAYS BEFORE TOUR DEPARTURE

## CHECKLIST



Check that all travelers have downloaded the Lingo Tours app and loaded their tour itinerary:  
[www.lingo-tours.com/smartphoneapp](http://www.lingo-tours.com/smartphoneapp)



Check that your group understands requirements re:

- Tour and medical insurance
- Baggage limitations/restrictions
- Money while on tour (budgeting, credit/debit cards, etc.)
- Tipping
- Global entry passes (<https://etias.com/etias-application> )
- Adding air miles
- Student group rules (applicable for student tours)

For more information, visit the following webpages:

- [www.lingo-tours.com/travelpreparations](http://www.lingo-tours.com/travelpreparations)
- [www.lingo-tours.com/travelpackinglist](http://www.lingo-tours.com/travelpackinglist)
- [www.lingo-tours.com/insuranceontour](http://www.lingo-tours.com/insuranceontour)
- [www.lingo-tours.com/safetyontour](http://www.lingo-tours.com/safetyontour)
- [www.lingo-tours.com/moneyontour](http://www.lingo-tours.com/moneyontour)



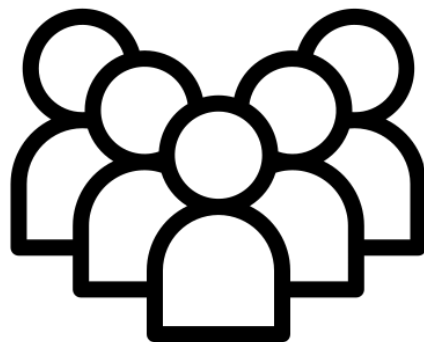
# GROUP LEADER TRAVEL PREPARATION MEETING

## TOPICS TO COVER



Host meetings to inform the group about the travel planning and upcoming steps. Suggested topics include:

- Travel etiquette
- Group Leader/school/district behavior expectations
- Packing advice
- Banking and phoning best practices
- History, culture, and language prep for destinations
- Medical and food issues in need of attention (please note, this should be more formalized than just sending an email and sharing this information)
- Tips planned. Suggested for each traveler, including Group Leader and Chaperones:
  - \$6 - \$8 USD per day for Tour Manager
  - \$2 - \$4 for each local guide and bus drivers per full day work





# UPON TOUR DEPARTURE

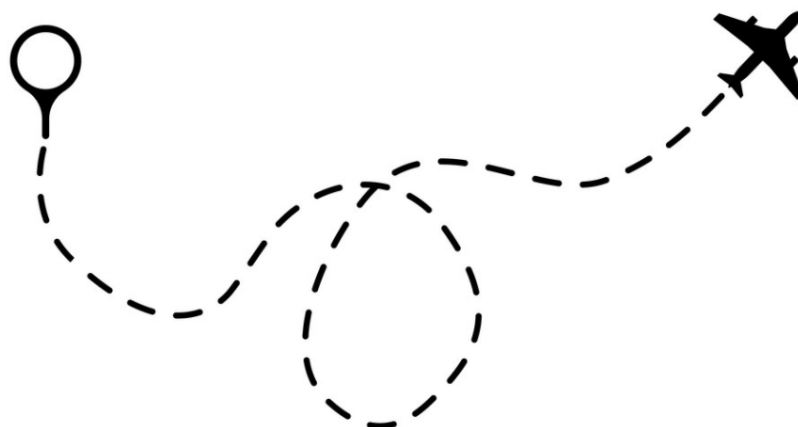
## CHECKLIST

<input type="checkbox"/>	Notify State Department of your travel itinerary
<input type="checkbox"/>	All travelers have travel insurance/valid passports/VISA and travel documents
<input type="checkbox"/>	All travelers have provided a printed photocopy of their passports
<input type="checkbox"/>	Group Leader has emergency contact information for every traveler, and this has been shared with Chaperones and possibly parents.
<input type="checkbox"/>	Group Leader has pertinent medical information secured, and medication plans worked out with families, case by case. Make sure you are aware of any medical condition(s) in your group and/or medications that need to be brought on tour.
<input type="checkbox"/>	Phone tree created for contacts at home.
<input type="checkbox"/>	Each traveler has \$50 - \$100 in local currency cash for their arrival in the first destination.
<input type="checkbox"/>	Travelers/families have notified banks of dates of travel and locations, and have confirmed debit/credit cards work abroad.
<input type="checkbox"/>	Student travelers know pin codes for cards, and have practiced using them (applicable for student tours).
<input type="checkbox"/>	Student travelers have established a budget for daily spending (applicable for student tours).

# UPON TOUR DEPARTURE

## CHECKLIST

<input type="checkbox"/>	Review details with all travelers: rooming is subject to change, curfew and behavior expectations, the difference between being a "tourist" and a "traveler".
<input type="checkbox"/>	Review of what qualifies a student to be sent home from tour (applicable for student tours).
<input type="checkbox"/>	Review that all travelers have plans for how to secure passports, money, and boarding passes.
<input type="checkbox"/>	Check that all luggage has been clearly labelled.
<input type="checkbox"/>	Check that all luggage meets their size limitations (imposed by GL as well as the airlines requirements).
<input type="checkbox"/>	Confirm meeting time and location at airport with group for tour departure.





**lingo**  **tours**  
customized group tours

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