SCHOOL TRIP PLANNING TIMELINE

A simple timeline to keep your student trip organized from idea to departure

12–18 MONTHS OUT

- Choose destination
- Estimate participation
- Contact Superior Travel & Tour
- Begin the approval process

9–12 MONTHS OUT

- Confirm trip
- Announce to families
- Open registration
- Begin collecting deposits

6–9 MONTHS OUT

- Monitor enrollment
- Hold chaperone meeting
- Communicate deadlines
- Begin detailed planning

3–6 MONTHS OUT

- Confirm traveler information
- Review payment progress
- Gather forms
- Confirm traveler needs and accommodations

90 DAYS OUT

- Submit final counts and rooming list by 90 days out
- Confirm itinerary
- Prepare chaperones and families

FINAL WEEK

- Review packing
- Confirm emergency contacts
- Share departure details
- Hold final student meeting

Planning late? We can help.
Depending on the destination and trip details, Superior Travel & Tour can plan a complete student trip in **less than three months.**

Good planning turns a big trip into manageable steps.

Superior Travel & Tour helps teachers stay organized from the first idea through departure.