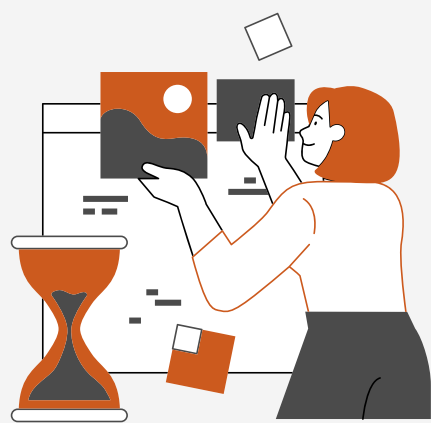


Your Tour Launch Timeline

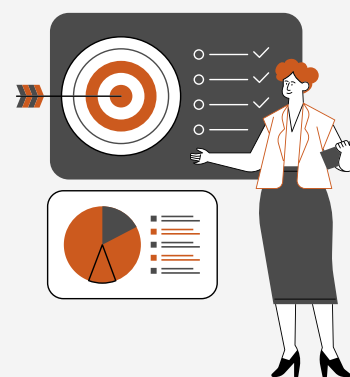
sporta tours



12 -18+ MONTHS UNTIL DEPARTURE

1

Contact your account manager at Sporta and begin your planning based on objective, destination, dates & budget.



GET YOUR TRIP APPROVED BY SENIOR LEADERSHIP

2

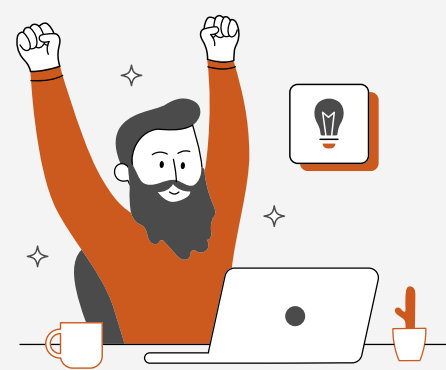
Present your Sporta quote to the necessary senior leadership members for approval, see our guide for tips for this process.



CONFIRM YOUR TOUR WITH US

4

Confirm your passenger numbers and we will send you a booking confirmation & invoice document outlining all the 'need to knows' around your trip. Pay the first deposits to confirm your tour.



10-12 MONTHS UNTIL DEPARTURE

3

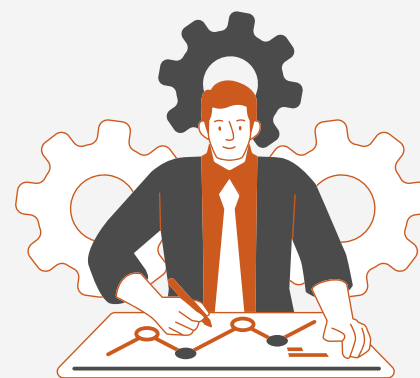
Advertise your trip to students through posters, a parents evening or by using school social media. Send letters home and collect first deposits based on your quote document.



6-10 MONTHS UNTIL DEPARTURE

5

Work with your account manager and operations exec to confirm your itinerary. Request passport information from parents and complete our API form. Begin to compile any risk assessments.



GETTING EVERYTHING TOGETHER

6

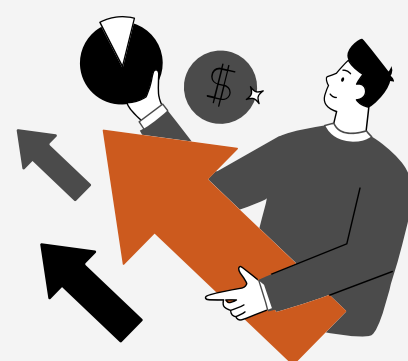
Ensure all students have the correct VISA's to travel, as well as in date passports for the time of travel. Host a parents evening to deliver all information about the trip, and to answer any questions.



THE FINISHING TOUCHES

8

Order any sports kit or branded clothing the students will be wearing on the trip. Host your final parents evening, and pay your final balance (10 weeks prior to departure).



2-6 MONTHS UNTIL DEPARTURE

7

Finalise your itinerary arrangements with your ops exec and collect any dietary requirements from students. Complete any remaining risk assessments.



1-6 WEEKS UNTIL DEPARTURE

9

Complete your rooming list and send it to your operations exec. Receive your teachers pack from Sporta, and have a pre-departure call with our team. You'll receive your fixture and training details around 2 weeks before departure.



DEPARTURE DAY!

The big day is finally here and you're all ready to go. If you have any questions please don't hesitate to reach out to the team and are here to support you every step of the way.