

# Planning Calendar

1

**Confirm your trip**

**Please pay your  
initial deposits**

2

**Pre-travel Questionnaire**

**Sent summer term  
Please return within  
14 days of receipt**

3

**Evening Entertainment Request**

**Sent in autumn term  
Please return within  
21 days of receipt**

4

**Final Balance**

**Due 12 weeks before travel**

5

**Final Forms**

**Due 12 weeks before travel**

6

**Advanced Passenger  
Information (API)**

**Flight groups only  
Due 12 weeks before travel**

7

**Travel Itinerary**

**Sent 10-12 weeks before travel**

8

**Final Pack**

**Sent 2-3 weeks before travel**

9

**Rooming Allocation**

**Sent a few days before travel**

10

**Party Leader Feedback Form**

**Waiting in your inbox  
when you get home**