



Questions To Ask Yourself

Before you start interviewing potential tour companies, take a minute to envision your dream trip. Use this worksheet to help you figure out your non-negotiables and where you can be flexible.

Safety and Security

What do I need from my tour director?
(i.e. someone who is with us 24/7 and can guide or just a trip facilitator)

Will I require all my travelers to purchase comprehensive insurance?

How do we feel about using public transportation?

How many adults/chaperones will I need to manage my group?

Flexibility and Customization

What sites and activities are "must haves" for my group?

How much free time does my group need? (Some groups prefer a packed itinerary and some would rather have free time built in.)

Are we willing to be flexible on our final itinerary and departure dates in order to achieve a lower price?

Are we okay with traveling with other groups? (This is called consolidation and you should ask each company about their consolidation policies.)

Price, Quality and Value

What is your per student budget for this trip? Is it realistic?

How important is hotel location vs. hotel quality? Are we okay with paying extra for a specific hotel?

What kinds of meals does my group prefer? Is there a set menu or will we have choices? Are we requesting any specific restaurants?

Is it necessary for my tour company to provide academic and/or professional development credit?

Experience and Support

What is your goal for this trip? What should your group get out of it?

Do I need parent meeting support from my company and in what form? (i.e. marketing materials, in person support, etc.)

Will I need help checking in at the airport? Will my group need bus transfers to/from the airport?

Am I comfortable collecting paperwork and money or do I prefer my group to register and make payments online? Will we be fundraising?



Questions To Ask Your Tour Company

It's easy to become overwhelmed when planning your student tour. That's why we made this handy question checklist! Be sure to ask these questions to help you narrow down your tour company options.

Safety and Security

What on tour support is provided, specifically in an emergency? Is there 24/7 support?

Do you provide night time security at the hotels?

Do you provide comprehensive liability coverage? Does that cover me as the group leader as well as my school/organization?

Walk me through what happens if a student gets separated from the group. (There should be a clear plan in place.)

Flexibility and Customization

How flexible is the itinerary? Am I able to customize based on my group's needs?

What's the possibility that my itinerary or dates may change?

Will my group be paired with another group? If so, how will you match up the groups?

When will I be provided with flight and hotel information?

What kinds of payment plans are available?

Price, Quality and Value

What exactly is included in the total price?

What will we have to pay extra for? (i.e. optional activities, drinks, lunches, tips, etc.)

Am I able to guarantee a specific hotel or restaurant prior to booking? If not, can you provide me with hotel/restaurant examples?

What happens if I don't meet my estimated group size? (i.e. itinerary or dates changes, extra fees, etc.)

Experience and Support

Has this company operated trips to this destination before? How many times?

Are you able to provide references for me to contact?

Who will be my point of contact during the trip planning process? Is meeting support provided? Will I be working with multiple people?

Will I be able to connect with my tour director prior to departure?

Is financial assistance available for my group?