



ORGANISER CHECKLIST

To help your planning, you may find this useful for keeping a record of what you need to do before setting out on your trip to UKSA. We will advise you on the dates on which payments have to be made. You can then put in the dates onto this chart, which then identifies which information you need to send back to us, and when.

Action	Date	Advised date	Notes
First Enquiry made			
Provisional Booking made for places, plus Staff			
Deposit Cheque (15%) £..... paid Note: Your provisional date can only be confirmed on receipt of your deposit.		As soon as possible to secure places	
All forms sent to UKSA - Group Details - Medical Forms - Dietary and Medical Summary Form - Activity Group Lists - Rooming List		With final balance	
Final Balance £..... sent to UKSA		Minimum 8 weeks before trip	
Information given to parents Kit List FAQs Medical Forms			
LEAVE for UKSA at hrs on the			

All the staff at UKSA look forward to seeing you soon.