Trip Planning Process with CETA Tours

Trip Planning Process with CETA Tours: Stage 1 – Designing the Itinerary

Organizer:

Reach out to CETA

→ Let CETA know when & where you'd like to travel, and what activities you'd like included

OR

→ Send CETA a general idea of where you'd like to travel, and we'll work with you to customize your tour

CETA:

Follow-up Details

- → A CETA Tour Coordinator follows up with questions such as:
 - Departure city
 - Estimate of group size, trip dates, organizer stipend, leader salary, etc.

CETA:

Creates Customized Itinerary

→ With these details, a CETA Tour Coordinator creates a detailed itinerary to send for approval

Organizer:

- → Approve the Itinerary OR
- → Ask for revisions

CETA:

Creates Proposal

- → Once approved, CETA creates a detailed proposal that includes:
 - Variable tour costs per # of travelers
 - ◆ Inclusions
 - **♦** Exclusions

Organizer:

- Approve the proposal
 - OR
- → Ask for revisions

Trip Planning Process with CETA Tours: Stage 2 – Promoting the Trip to Travelers

CETA:

Creates Promotional Materials

- → CETA creates materials for you to promote such as:
 - ◆ Detailed brochure
 - Online portal for potential travelers to view materials
 - Presentation for you to use at an Informational Meeting

Organizer:

Promote Tour with Travelers

- → With CETA's guidance, choose an application deadline
- → Promote to your potential travelers by sharing the brochure & application via email, social media, word of mouth, or an informational meeting

CETA:

Collects Payments

- → CETA invoices & collects payments directly from trip participants
- → CETA provides quotes for travel insurance

Organizer:

Prepare Travelers

- → Hold an informational meeting to go over CETA's Adult Handbook, tour's Presentation
- You can add in your own experiences to prepare travelers

Trip Planning Process with CETA Tours: Stage 3 – Departing for the Trip!

CETA:

Creates Final Tour Materials

- → Before the trip, CETA sends detailed information about your tour
 - ◆ Essential contact info
 - ♦ Hotel List & Flight Schedule
 - E-tickets
 - Final Itinerary
 - and more!

Organizer:

Travel!

- → Travel with your group to your destination
- → CETA staff is available should you have any issues while on tour