

# interski

## Schools & Colleges



### SKI TRIP LAUNCH!

You've decided to launch a school ski trip, and this is where it starts. If you've not done so already, we suggest the first thing you do is arrange a special assembly and show our Ski Trip Launch DVD, contained within this pack and promote the trip further using the enclosed posters.



### GENERAL

#### ACCOUNT MANAGER CONTACT DETAILS

Your Personal Account Manager is here to help with every aspect of your booking and ensures that you have one point of contact who understands your requirements and can advise accordingly.



#### CLIENT LOGIN AREA DETAILS RECEIVED

You can complete and submit all the information we require for your trip using this facility, saving you time, effort and paper. Your login details will have been emailed to you.



#### PARTY LEADER HANDBOOK

Check through your Party Leader Handbook for full details relating to your trip, including any Safety Management considerations.



### 6 MONTHS PRIOR TO DEPARTURE

#### BOOK YOUR PARENTS' INFORMATION EVENING

Arrange a date with us for a special information evening for parents. If you are an experienced party leader you may wish to do this yourself, in which case we can send you supporting materials. Alternatively, we can arrange for an Interski representative to attend the evening. We recommend this evening should be arranged for approximately 12 weeks before you travel.



### AT LEAST 10 WEEKS PRIOR TO DEPARTURE

#### PICK UP INFORMATION

Through the client login area, you will be asked to provide any specific pick up details which may apply. This is very important in ensuring a smooth departure.



#### GROUP MEMBER DETAILS INCL. MEDICAL AND DIETARY INFORMATION

For each group member, you must complete a record through our client login area which confirms various details which are very important. This information includes details such as name, date of birth, height, weight, details of snowsport lessons and hire requirements and details of any special medical and dietary requirements.



#### APRES-SKI INFORMATION

As part of your inclusive package, Interski will arrange a programme of après-ski activities suitable to your group. Should there be any specific activities in which your students WILL NOT be able to participate, you should indicate this through the client login area.



#### ROOMING INFORMATION

Through the Special Requirements within the client login area, please let us know the composition of your group. We will send you your room allocation approximately three weeks before you travel.



### 4 WEEKS PRIOR TO YOUR DEPARTURE

#### SNOWSPORT SCHOOL INFORMATION

Only when you have completed your group member details will you be able to start the process of allocating students into snowsport school groups. This is all done through an easy system within the client login area.

