

**CORPORATE TRIP FORM**

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Upon receipt of any enquiry, the Marketing Executive or Marketing Alliance should begin completing this form. Once the group is confirmed, the completed form with all the details should be sent to Administration and copied to the Regional Director and the Programmes Director.

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| **Details** | Name of Group |  |
| Marketing Executive or Marketing Alliance |  |
| Destination |  |
| Proposed Start Date |  |
| Proposed End Date |  |
| Type of Group (school / corporate /university etc.) |  |
| Name of Group Leader(s) |  |
| Contact Number – Group Leader |  |
| Email Address – Group Leader |  |
| Number of supervisors |  |
| Number of other participants |  |
| Specialities of participants |  |
| Will any form of medication, supplies and equipment be brought in? |  |
| If yes, what are these and the approximate quantities |  |
| Names and nationality of all participants |  |
| Type of project |  |
| Location |  |
| **Administration** | What price are we charging per person? |  |
| What contact (if any) should Admin have with the group leader? |  |
| What contact (if any) should Admin have with the individual participants? |  |
| Do we need to request a reference for each participant? |  |
| Do we need to request a criminal record check for each participant? |  |
| Will each participant have access to RSVP webpage? If so, should their invoice be added? |  |
| **Travel** | Please provide flights details |  |
| Would you like us to arrange ground transportation - airport? |  |
| Would you like us to arrange ground transportation – to project? |  |
| **Contact with destination** | Destination staff assigned pre-departure? |  |
| What contact (if any) should the assigned have with each participant? For example: phone calls, CV request, pre-departure questions |  |
| Should we upload placement/accommodation details to RSVP webpage or send to group leader? |  |
| **Schedule** | How far in advance does the group need to receive a finalized schedule? |  |
| Have the group already been shown a provisional schedule? If so, please attach. |  |
| **Agreements** | What accommodation arrangements have been discussed? For example: hotel/host family. Do all participants have to stay together? Where will they eat? |  |
| What placement arrangements have been discussed? For example: where will they work? Will they combine placements? |  |
| What form of transport can the group use? For example: public transport/private minibus |  |
| Do they need a copy of the risk assessment? Have they already been shown one? If so, please attach. |  |
| Have evening activities/weekend trips been discussed? If so, what should be included? |  |
| Additional information we need to know? |  |
| **Future contact** | Who should be the main point of contact with the group moving forward? |  |

**Completed by:**

**Date completed:**