



International Choir Trip Planning Timeline

18 Months to Departure - Printable Checklist for Choir Directors

How to use it: Work through each stage with your director, planning committee, school administration or choir leadership. Check each item as it is completed and use the notes space for deadlines, names or follow-up.

18 months before - Define the vision

☐	Clarify the main purpose of the journey.	
☐	Estimate singers, staff, accompanists, chaperones and companions.	
☐	Research destinations and likely costs.	
☐	Begin administrative approval conversations.	
☐	Create a rough budget.	
☐	Form a planning team and assign responsibilities.	

15-18 months before - Test feasibility

☐	Estimate participant interest.	
☐	Set an approximate per-person target.	
☐	Check school or organizational calendars.	
☐	Review festival dates or possible travel windows.	
☐	Identify major financial barriers.	
☐	Decide whether fundraising is needed.	
☐	Begin communication with the festival or host organization.	

12-15 months before - Move from idea to commitment

■	Confirm the event or travel concept.	
■	Set preliminary participant pricing.	
■	Establish a deposit policy and deadlines.	
■	Launch fundraising.	
■	Begin passport review.	
■	Begin repertoire planning.	

9-12 months before - Build the traveling group

■	Collect stronger participant commitments.	
■	Confirm likely group size.	
■	Track fundraising progress.	
■	Review rooming and accessibility needs.	
■	Research international airfare.	
■	Confirm the core performance concept.	
■	Begin collecting medical and dietary information.	
■	Clarify local arrangements in the destination.	

6-9 months before - Lock core logistics

■	Move toward a final participant list.	
■	Resolve missing passport issues.	
■	Review accommodation details.	
■	Confirm local transportation planning.	
■	Ensure core repertoire is actively rehearsed.	
■	Review travel insurance needs.	

4-6 months before - Finalize the experience

■	Review final or near-final participant count.	
■	Confirm rooming strategy.	
■	Confirm cultural activities and meal structure.	
■	Confirm performance venues and expectations.	
■	Finalize accompaniment requirements.	
■	Review baggage for instruments and concert attire.	
■	Check remaining fundraising gap.	
■	Confirm emergency communication responsibilities.	

3-4 months before - Performance readiness

■	Run complete program sections.	
■	Practice transitions and concert order.	
■	Prepare short and long program versions.	
■	Review memorization requirements.	
■	Practice with accompanist or instruments.	
■	Check performance attire.	
■	Discuss hydration, vocal pacing and travel fatigue.	

2-3 months before - Documents and communication

■	Verify passports and names.	
■	Check current entry requirements.	
■	Resolve final rooming and accessibility needs.	
■	Confirm dietary and medical information.	
■	Confirm emergency contacts.	
■	Prepare a clear participant itinerary.	

6-8 weeks before - Rehearse the trip

■	Practice quick warm-ups after travel.	
■	Run concerts without stopping.	
■	Practice efficient stage entry and exit.	
■	Confirm who carries folders, instruments and equipment.	
■	Plan for delayed luggage.	
■	Review performance-day meals and timing.	

1 month before - Finalize, do not redesign

■	Issue the final itinerary.	
■	Confirm meeting points.	
■	Review airfare and baggage rules.	
■	Confirm accommodation and local transportation.	
■	Review prepaid vs. personal expenses.	
■	Confirm emergency communication.	
■	Review arrival-day logistics.	
■	Check all performance attire.	

2 weeks before - Protect the choir

■	Avoid major repertoire additions.	
■	Protect singer health and encourage rest.	
■	Resolve final document issues.	
■	Confirm weather expectations.	
■	Review medication and essential packing reminders.	

1 week before - Confirm the first 24 hours

■	Confirm airport meeting time and check-in process.	
■	Review arrival procedure and local contact.	
■	Confirm transportation after landing and hotel check-in.	
■	Confirm first meal and first rehearsal/activity.	
■	Review the emergency contact process.	

Departure day

■	Staff carries participant list, emergency contacts, flight details, rooming list and local contacts.	
■	Participants carry passport, phone/charger, medication, performance attire, required materials and approved baggage.	

During the trip

■	Manage singer energy, not only the clock.	
■	Adjust nonessential activities when rest is needed.	
■	Protect the musical experience and performance readiness.	

After the trip

■	Thank sponsors and donors.	
■	Share photos and stories with supporters.	
■	Complete financial reconciliation.	
■	Collect participant feedback.	
■	Document lessons for future travel.	
■	Maintain relationships with choirs met abroad.	
■	Celebrate the ensemble's work.	

Final notes / decisions

Companion web guides: [Choir Trip Planning Timeline](#) | [Planning International Choir Travel](#) | [Costs and Logistics](#) | [Customized Choir Trips](#)