



School Choir Tour Planning Checklist

A printable planning tool for choir directors, music teachers and parent committees.

School / Choir		Director	
Destination		Travel dates	

Purpose & Approval

- ☐ Define the educational purpose of the trip.
- ☐ Secure preliminary school or district approval.
- ☐ Choose dates and estimate the likely group size.
- ☐ Identify the planning team and decision responsibilities.

Budget & Funding

- ☐ Build a preliminary per-person budget.
- ☐ Explain what is included and not included.
- ☐ Set payment deadlines.
- ☐ Create a fundraising plan if needed.

Families & Supervision

- ☐ Hold a parent / guardian information meeting.
- ☐ Confirm chaperone roles and supervision procedures.
- ☐ Define rooming, curfew and free-time expectations.
- ☐ Establish one consistent communication channel.

Documents & Protection

- ☐ Check passports early.
- ☐ Review destination and transit entry requirements.

- ☐ Review travel insurance.
- ☐ Collect required medical, dietary and emergency information under school policy.

Music & Performance

- ☐ Choose repertoire early.
- ☐ Confirm performances and accompaniment needs.
- ☐ Plan attire, folders, instruments and baggage.
- ☐ Protect rehearsal, rest and recovery time around concerts.

Final Preparation

- ☐ Prepare final rooming assignments.
- ☐ Send the final itinerary.
- ☐ Provide a standardized packing list.
- ☐ Confirm emergency contacts and procedures.
- ☐ Hold a final student and parent briefing.

After the Trip

- ☐ Reconcile final finances.
- ☐ Thank sponsors and supporters.
- ☐ Collect feedback from students, families and staff.
- ☐ Document lessons for the next choir journey.

Notes
