

Pre-Trip Logistics

The Catalina Experience™ at White's Landing

When you receive this packet

- Send student and chaperone information and the application/ medical form to all those attending.
- After reading through this guide, return the signed contract you previously received, the Program Planner, and the Class/ Group Questionnaire from the Group Leader Guide to The Catalina Experience.
- Follow payment plan set up on your contract. Remember that your last payment is due one month prior to departure.

1 Month prior to departure

- Send in final payment
- Collect and send in all signed Chaperone participation release/ waivers.
- Contact from TCX program office to cover details on telephone contact sheet, including final count of students and chaperones, meal and medical information.

2 Weeks prior to departure

- Arrange transportation to Long Beach boat terminal.

1 Week prior to departure- final checklist of organizational details

- Make sure all attendees (students and chaperones have all the information they need.
- Prepare all chaperones and assign their duties.
- Divide students into study groups.
- Assign students to cabins and dining hall set-up and clean-up for each meal.
- Collect all completed medical forms from the students; note all medical needs, separate forms by group. Forms are due upon arrival.
- Make sure all luggage will be tagged with WHITE'S LANDING and the owners name, address and phone number.