Lead Teacher Checklist & Timeline

BEGIN PLANNING WELL IN ADVANCE!

- **Teacher Escape Weekend** - Join us!
- **Program application form available at** [www.gsmit.org/school group adventures](http://www.gsmit.org/school group adventures) - Schedule your visit with us using this, or call our office at (865) 448-6709.
- **Reservation Confirmation Agreement (RCA)** - Complete and return with your deposit.
- **Review [www.gsmit.org/school group adventures](http://www.gsmit.org/school group adventures)** - At Tremont’s website you will find the current forms listed and more information.

FOUR MONTHS BEFORE TRIP

- **Trip Planner** - Thoroughly read this guide, and review appropriate sections with other teachers, chaperones, and students. This can be printed from the Tremont DVD or found on our website.
- **Chaperones** - Begin the selection process. Tremont recommends a 1:8 adult/student ratio including teachers. A chaperone guide is available on Tremont DVD.

THREE MONTHS BEFORE TRIP

- **Schedule request form** - Send it in and work with Tremont staff to develop your schedule. For current forms, please download forms from our website at [www.gsmit.org/school group adventures](http://www.gsmit.org/school group adventures).
- **Finalize student and adult numbers** - Update Tremont with current numbers 90 days prior to trip. The group is responsible for a minimum payment of 90% of your 90 day number when they attend. Inform Tremont of any changes after that point. Please read and fully understand the cancellation policy.
- **Transportation** - Make arrangements, including trips away from Tremont, and verify pickup times. Be sure to have an emergency vehicle here.

SIX WEEKS BEFORE TRIP

- **Financial Aid Request** - Complete and submit to Tremont.
- **Lessons, evening programs, and other duties** - Assign and plan with teachers and chaperones. For a current list, please see our website. Distribute schedules.
- **Pre-visit activities** - See optional activities as part of each lesson description on the Tremont DVD.

ONE MONTH BEFORE TRIP

- **Group profile and meal and lodging count forms** Mail or fax these forms.
- **Discount bulk order** - Submit bulk order to Tremont. All payments should be made to the school.
- **Distribute “Teacher/Chaperone Guides”** - Guides can be printed from the Tremont DVD or found on our website at [www.gsmit.org](http://www.gsmit.org)

TWO WEEKS BEFORE TRIP

- **Registration form** - Collect from parents and make copies to leave at Tremont.
- **First aid and medication distribution** - Assign someone to be responsible for this area.
- **Students** - Arrange teaching groups, table groups.
- **Table Captains** - Assign one student from each table and one adult to help with each meal.
- **“What to bring” list** - Go over with students, emphasizing appropriate clothing and gear for being outside. Plan for cold, wet weather.
- **Call us anytime** if you have any questions: (865) 448-6709 or send an email to: mail@gsmit.org.

ALL CURRENT FORMS CAN BE FOUND AT OUR WEBSITE [www.gsmit.org/school group adventures](http://www.gsmit.org/school group adventures).

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Great Smoky Mountains Institute at Tremont

[www.gsmit.org](http://www.gsmit.org)