



If you have any questions about planning a CHA custom tour or if you need help completing this form, please feel free to contact a CHA Tour Counselor at 1-800-323-4466. You may also complete this form on our website at [www.cha-tours.com/TourFinder/CustomTourPlanner.aspx](http://www.cha-tours.com/TourFinder/CustomTourPlanner.aspx).

### CHA Educational Tours

325 Chestnut Street, Suite 205  
Philadelphia, PA 19106  
Tel: 1-800-323-4466  
Fax: (215) 923-5583  
Email: [info@cha-tours.com](mailto:info@cha-tours.com)  
Website: [www.cha-tours.com](http://www.cha-tours.com)

# Custom Tour Planner

## Thanks for your interest in planning a CHA Custom Tour!

Planning your own CHA Custom Tour can be an exciting and rewarding experience for you and your students. So that we may be clear about what services you would like us to include on your tour, we ask that you complete this form carefully. We recommend that you refer to similar tours in CHA's tour catalog or on our website for ideas on your daily sightseeing and the cities visited. You may choose to create your own tour or modify an existing CHA tour.

Once you have completed this form, you may return it to us by mail, fax or email. A CHA Tour Counselor will then contact you to review your request before submitting it for pricing. Remember, the clearer you are from the start, the quicker and easier it will be for CHA to price your custom tour request.

### Your Contact Information:

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Name (if applicable): \_\_\_\_\_

### Your Travel Experience:

Have you led an educational tour before?  Yes  No

Have you organized a custom tour before?  Yes  No

Name of other travel companies you've worked with: \_\_\_\_\_

Have you contacted CHA about this custom tour?  Yes  No

If yes, who is your CHA Tour Counselor? \_\_\_\_\_

## Basic Tour Information:

Name of Your Custom Tour: \_\_\_\_\_

Name of CHA Tour You Would Like to Modify (if applicable): \_\_\_\_\_

Requested Departure Date: \_\_\_\_\_ Requested Return Date: \_\_\_\_\_

U.S. Departure City: \_\_\_\_\_ Overseas Arrival City: \_\_\_\_\_

Estimated Number of Days of Tour: \_\_\_\_\_

## Your Tour Budget:

Your Custom Tour is to be budgeted on \_\_\_\_\_ fully-paying participants (not including teacher-counselors.)

Your Anticipated Price per Person: \$ \_\_\_\_\_

Your Custom Tour is for:  Students  Adults  Both

Class of Hotels:  3 and 4-star hotels (CHA Standard)  Guaranteed 4-star hotels and higher (upgraded)

Type of Rooms Required:  triples for students and doubles for adults  all doubles

Meals to be Included Daily (check all that apply):  Breakfast  Lunch  Dinner

## Ratio for Free Trips for Group Leader/Chaperones:

1 free trip for every 6 fully-paying participants  1 free trip for every 10 fully-paying participants

Other. Please specify: \_\_\_\_\_

## Daily Tour Itinerary:

### Day 1:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 2:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 3:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

## Daily Tour Itinerary (continued):

### Day 4:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 5:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 6:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 7:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 8:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 9:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

## Daily Tour Itinerary (continued):

### Day 10:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 11:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 12:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 13:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

### Day 14:

Day Header: \_\_\_\_\_

Sightseeing and visits to be included: \_\_\_\_\_

\_\_\_\_\_

Overnight City: \_\_\_\_\_

**In the space below, please list any additional requirements your group has regarding this custom tour:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_