

Team leader's Checklist

Dear Team Leader!

Please use this checklist to make sure you cover the various details concerning a trek with Himalayan Adventures in Kumaon Himalayas. Detailed information about the various points below, as well as links to the relevant documents, is found on www.himalayanadv.com on the 'Start here' page. This list is given in an approximate chronological order, so please start at the top and work your way down.

During preparation phase you have to:

1. Confirm dates for the trek with Himalayan Adventures
2. Fill in the online 'Team name list' form
3. Inform us on post@himalayanadv.com of arrival details, flight number etc.
4. Pass on the packing list to your team members
5. Inform the team about physical challenge of trek
6. Communicate to Himalayan Adventures various travel needs like:
 - a. Pick up at airport in Delhi
 - b. Booking of hotel in Delhi upon arrival + Departure
 - c. Booking of train tickets and other travel needs
7. Inform the team about cultural issues of going to India
8. Practice Hindi Survival Phrases + listen to audio file (travel section)
9. Show Himalayan Adventures info videos to your team
10. Initiate necessary vaccinations for your team
11. Clarify and prepare for issues related to allergies e.g. gluten etc.
12. Process travel insurance for your team
13. Initiate e-Tourist visa application process (visa on arrival)
14. Fill in online 'Team Health History' form
15. Fill in online 'Team Passport & Visa' form

Before departure for India you have to:

1. Buy additional food, sports tape, moleskin padding for the trek
2. Compile and make 2 photo copies of insurance details for the team
3. Prepare basic team first aid kit for the travel to India
4. Organise payment options for travel in India + trek