We require the following supporting documents as soon as possible in order to apply for your guiding permit and reduced entry:

* Letter of the educational institution with the logo and original signature of the Headmaster / Headmistress and school stamp describing the context of the educational trip & confirming that the named teachers currently teach at the school.
* List of names and dates of birth of all the students on schools’ headed paper, signed and stamped by the Headmaster / Headmistress.
* Itinerary with dates and archaeological sites, museums, and monuments the group is planning to visit on schools’ headed paper, signed and stamped by the Headmaster / Headmistress.
* **Application for a Guiding Permit is not mandatory,** but should you wish to Guide on Site or in Museums a Guiding Permit + Whispering Guide Headsets may be mandatory, depinding upon COVID regulations, at an extra charge of £4 per person per day. This will be added to your final Invoice if applicable. **Please confirm whether you wish us to apply to the Greek Ministry of Culture on your behalf.**

**The text of the letter should read as follows**

**To Whom It May Concern:**

A Group from **(Insert Name of your institution)** who are studying **(INSERT SUBJECTS)** will be visiting Greece for an Educational visit from **(Insert Date of Arrival)** until **(Insert Date of Departure).** The Group will be led by **(Insert Name of Tour Leader)**

Signed and dated by the Head/ Principle