



TRAVEL PLANNING PACKET

INCLUDES:

- DETAILED PACKING LIST
- BLANK PACKING LIST
- SCHEDULE OVERVIEW SHEET
- DAILY SCHEDULE SHEET
- TRANSPORTATION OVERVIEW SHEET
- ACCOMMODATION INFO SHEET
- BUDGET PLANNING SHEET
- PLANNING CHECKLIST SHEET

DETAILED PACKING LIST

[illegible]

NOTES:

BLANK PACKING LIST

[illegible]

NOTES:

SCHEDULE OVERVIEW

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

DATE	DATE	DATE	DATE	DATE	DATE	DATE
ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES
TO EAT	TO EAT	TO EAT	TO EAT	TO EAT	TO EAT	TO EAT
BREAKFAST:	BREAKFAST:	BREAKFAST:	BREAKFAST:	BREAKFAST:	BREAKFAST:	BREAKFAST:
LUNCH:	LUNCH:	LUNCH:	LUNCH:	LUNCH:	LUNCH:	LUNCH:
DINNER:	DINNER:	DINNER:	DINNER:	DINNER:	DINNER:	DINNER:
ACCOMMODATION	ACCOMMODATION	ACCOMMODATION	ACCOMMODATION	ACCOMMODATION	ACCOMMODATION	ACCOMMODATION
NOTES	NOTES	NOTES	NOTES	NOTES	NOTES	NOTES

DAILY SCHEDULE

SMTWTFS

DAY #
DATE

7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	
5:30 PM	
6:00 PM	
6:30 PM	
7:00 PM	
7:30 PM	
8:00 PM	
8:30 PM	

NOTES:

TRANSPORTATION INFO

FLIGHT INFO

FROM --> TO
FLIGHT NUMBER
CHECK IN TIME
DEPARTURE TIME
GATE NUMBER
ARRIVAL TIME
STOPOVER INFO
NOTES

FROM --> TO
FLIGHT NUMBER
CHECK IN TIME
DEPARTURE TIME
GATE NUMBER
ARRIVAL TIME
STOPOVER INFO
NOTES

RENTAL CAR INFO

COMPANY NAME
CONFIRMATION NUMBER
CAR PICK UP TIME
LOCATION

HOURS OF OPERATION
TELEPHONE NUMBER
CAR DROP OFF TIME

NOTES:

ACCOMMODATION INFO

HOTEL NAME
DATES STAYING
LOCATION
CONFIRMATION NUMBER
CHECK IN TIME
CHECK OUT TIME
NOTES

HOTEL NAME
DATES STAYING
LOCATION
CONFIRMATION NUMBER
CHECK IN TIME
CHECK OUT TIME
NOTES

HOTEL NAME
DATES STAYING
LOCATION
CONFIRMATION NUMBER
CHECK IN TIME
CHECK OUT TIME
NOTES

HOTEL NAME
DATES STAYING
LOCATION
CONFIRMATION NUMBER
CHECK IN TIME
CHECK OUT TIME
NOTES

NOTES:

BUDGET PLANNING

	PROJECTED COST	FINAL COST
TRANSPORTATION		
Airfare		
Rental Car		
Gas		
Tolls		
TOTAL		

LODGING		
TOTAL		

FOOD AND DRINKS		
TOTAL		

	PROJECTED COST	FINAL COST
ACTIVITIES		
TOTAL		

OTHER COSTS		
Travel Insurance		
Souvenirs		
TOTAL		

GRAND TOTAL

NOTES:

TRAVEL PLANNING CHECKLIST

	THINGS TO DO	DONE?
1	Establish your initial budget	
2	Decide which areas of the country you want to visit	
3	Plan your itinerary	
4	Book your flight	
5	Book your accommodations	
6	Book your transportation	
7	Plan your activities	
8	Plan the restaurants you really want to visit	
9	Buy travel insurance	
10	Finalize your budget	
11	Pack	
12	Board your flight to paradise!	

NOTES: