

Group Trip Itinerary Planning Document

Trip Overview

| | |
|------------------------|--|
| Destination | |
| Travel Dates | |
| Number of Participants | |
| Trip Organizer | |

Participant List

| Name | Contact Info | Notes (Allergies, Preferences, etc.) |
|------|--------------|--------------------------------------|
| | | |
| | | |

Accommodation Details

| Hotel/Place | Address | Check-in / Out | Booking Reference |
|-------------|---------|----------------|-------------------|
| | | | |

Transportation

| Type | Company/Provider | Time | Booking Reference |
|----------------------|------------------|------|-------------------|
| Flight/Train/Bus/Car | | | |

Daily Itinerary

Day 1:

- Time - Activity / Location
- Time - Activity / Location

Day 2:

- Time - Activity / Location
- Time - Activity / Location

Day 3:

- Time - Activity / Location
- Time - Activity / Location

Estimated Budget

| Category | Estimated Cost |
|----------------|----------------|
| Accommodation | |
| Transportation | |
| Food | |

| | |
|------------|--|
| Activities | |
| Other | |

Notes & Reminders