

Trip Agenda Outline

General Information

Trip Name: _____
Destination(s): _____
Dates: _____
Organizer: _____
Participants: _____

Objectives & Highlights

Itinerary Overview

Date	Time	Activity / Destination	Details

Accommodation

Hotel / Place: _____
Address: _____
Contact Info: _____
Check-in Date: _____
Check-out Date: _____

Transportation

Mode: _____
Details: _____
Departure: _____
Arrival: _____

Budget Overview

Estimated Cost: _____
Notes: _____

Checklist
