

# Vacation Planner Outline

## 1. Trip Overview

Trip Name

e.g. Italy Summer Adventure

Destination(s)

e.g. Rome, Florence, Venice

Start Date

End Date

Purpose / Notes

Reason for the trip, special occasions, or goals

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## 2. Traveler Information

Travelers

List names, ages, special needs

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## 3. Budget

Estimated Total Budget

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Expense Breakdown

- Flights:

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- Lodging:

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- Transport:

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- Food:

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- Activities:

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- Other:

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## 4. Transportation

- Flights:

Airline, flight number, times

- Ground Transport:

Rental car, trains, buses, local transport

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## 5. Accommodation

Hotel / Rental Name

Address

Confirmation / Contact Info

Check-In / Check-Out

Dates and times

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## 6. Itinerary

Day-by-Day Schedule

Day 1: ...

Day 2: ...

Day 3: ...

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## 7. Activities & Attractions

### To Visit / To Do

List places, tours, restaurants, events

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### Reservations / Tickets

Confirmation numbers, time, etc.

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## 8. Packing List

Clothing, travel documents, electronics, toiletries, etc.

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## 9. Emergency & Contacts

### Local Emergency Numbers

e.g. 112, 911

### Travel Insurance

Provider & policy number

### Embassy/Consulate

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## 10. Notes & Reminders

Visa requirements, checklists, reminders