

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

2. Traveler Information

Travelers

List names, ages, special needs

3. Budget

Estimated Total Budget

\$

Expense Breakdown

- Flights:

\$

- Lodging:

\$

- Transport:

\$

- Food:

\$

- Activities:

\$

- Other:

\$

4. Transportation

- Flights:

Airline, flight number, times

- Ground Transport:

Rental car, trains, buses, local transport

5. Accommodation

Hotel / Rental Name

Address

Confirmation / Contact Info

Check-In / Check-Out

Dates and times

6. Itinerary

Day-by-Day Schedule

Day 1: ...

Day 2: ...

Day 3: ...

7. Activities & Attractions

To Visit / To Do

List places, tours, restaurants, events

Reservations / Tickets

Confirmation numbers, time, etc.

8. Packing List

Clothing, travel documents, electronics, toiletries, etc.

9. Emergency & Contacts

Local Emergency Numbers

e.g. 112, 911

Travel Insurance

Provider & policy number

Embassy/Consulate

10. Notes & Reminders

Visa requirements, checklists, reminders