Planning & Organizing a Trip

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TRIP summary |  |  |  |  |

What is the MAIN idea of your trip?

Write a summary here if you wish.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHO |  |  |  |  |

Who is coming on the trip? How many people are coming on the trip?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHAT |  |  |  |  |

What are you going to do?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHERE |  |  |  |  |

Where are you going (what country)? How many cities will you stop at?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| When |  |  |  |  |

When will your trip take place? How many days will it be?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TRANSPORTATION |  |  |  |  |

How will you get there? Do you need to book flights?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONEY |  |  |  |  |

Do you need to apply for a VISA in that country?

Do you have the country’s currency already?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BOOKING |  |  |  |  |

Do you need to book hotels, motels or places to stay?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GOALS |  |  |  |  |

Do you have any big goals for the trip?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| organizers |  |  |  |  |

Are you the only organizer?

Is anyone else involved?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEDICAL |  |  |  |  |

Do you need to get new shots or medication for your trip?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PACKING |  |  |  |  |

What do you need to pack?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| contacting |  |  |  |  |

Who do you need to contact?

Do you need to contact the principals of previous schools you have helped?

Do you need to contact the principals of schools that are new (haven’t been helped yet)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHEDULING |  |  |  |  |

Do you know the outline of your trip?

What events/stops have you planned so far?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POst-EVENT |  |  |  |  |

Will you submit some photos and the details of your trip to the People Helped page?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEMORIES |  |  |  |  |

Do you have camera equipment to take pictures / record videos?