



# Trip Planning

## — Timeline —

### Lodging(s) Information

**Place 1:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Staying Days: \_\_\_\_\_

**Place 2:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Staying Days: \_\_\_\_\_

**Place 3:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Staying Days: \_\_\_\_\_

### Emergency Contact(s)

**Name:** \_\_\_\_\_

Relation: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relation: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relation: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 4 Months Before

Apply for passport

Apply for any visa (not necessary for countries in Western Europe)

Get any needed immunizations

### 2-3 Months Before

Purchase plane tickets

Purchase pack(s)

Research lodging options

Purchase Europass if needed

### 1 Month Before

Download Skype app for phone or netbook

Get all prescriptions to travel with. Print copy of prescription.

Book at least one night lodging (for the night you arrive)

Email any couchsurfing potential hosts for lodging

Book rental car if needed

### 1-2 Weeks Before

Send copy of travel itinerary or contact info to close friend or relative

Inform bank of travel plans – list this on credit card and ATM accounts

Add international calling plan to cell phone

Look over packlist and purchase any other needed items

Make photocopy or digital copy of passport –

Upload digital copy (or even email it to yourself)

Wash clothing for trip

Get someone to pick up newspapers and mail from your house while you will be gone OR have your mail held at the post office

Arrange for someone to take you to airport

### 1-2 Days Before

Put clothing items into pack to “settle”

Weigh Pack if necessary (but a backpack should NOT be even close to the max weight)

Send a text or email to close friends letting them know you will not be able to chat by text or phonecall (and that those will cost you \$\$!)

Change the voicemail on your phone letting people know you are overseas (if you are comfortable telling people this) – We usually say 1) Only leave messages for emergency 2) Please contact by email

Take out non-essential items in wallet

### Day of Trip

Check pack list

Turn phone to ...setting

Take trash out

Unplug electrical items without surge protector

add **Notes** here