



GROUP TRIP PARTICIPANT CHECKLIST

Most group trips offer participants an exciting travel adventure. The following high level group trip participant checklist is intended to serve as a helpful guide. Please provide your group trip/travel/tour leader with a copy of this check list and contact them if you have any questions or need more information. Travel well!

#	Recommended Tasks	N/A	In-Progress	Completed
1.	Start a trip folder to keep all important information			
2.	Carefully read and review any information provided by your travel leader.			
3.	Return your permission form and other required documents promptly.			
4.	Communicate any special needs or concerns to your trip leader(s).			
5.	Put your scheduled payment dates on a calendar (if applicable).			
6.	Make your trip payment on time.			
7.	Set up your Huddletrip account from link sent by your leader (if applicable).			
8.	Attend any and all relevant group trip meetings.			
9.	Bring an emergency contact list on your trip- with key phone numbers.			
10.	Make a packing list and pack for your trip (try not wait until last minute)			
11.	Establish a transportation backup plan			
12.	Set two alarm clocks the night before your trip (if applicable).			

#	Traveling Tips
1.	Keep all your trip information and documents in your trip folder.
2.	Be in the moment during your trip; try to minimize cell phone use
3.	Whenever possible say please and thank you to others.
4.	Pack lightly based on your trip itinerary and weather.
5.	If for any reason you cannot go on the trip, let your leader know right away.
6.	Make sure to give yourself plenty of extra time to arrive at the trip departure point
7.	Follow all the applicable rules and guidelines given by your travel leader.
8.	Use your Huddletrip account as instructed by your trip leader.
9.	Do not take anything on the trip that you can't afford to lose.
10.	Be on time for any meeting or departure points.

With Huddletrip, You'll have a Fun, Safe, and Successful Trip!