



## GROUP TRIP PLANNER CHECKLIST

The following high level group trip planning checklist is intended to serve as a helpful guide. At any point, however, Huddletrip and our expert trip coaches are able to assist you with any of your group trip planning needs and we will be with you every step of the way! Travel well!

#	Preliminary Recommended Tasks	N/A	In-Progress	Completed
1.	Plan for your trip at least 9 months prior to your trip. Sooner the better!			
2.	Review your organization's travel policy guidelines, if applicable.			
3.	Determine your destination and trip length.			
4.	Identify any trip itinerary preferences, vendor requests, and special needs.			
5.	Identify who and how many people will part of your group trip.			
6.	Identify how many compensation packages you will need.			
7.	Determine the best mode of transportation (bus, airplane, train, etc).			
8.	Go to Huddletrip.com and request a group trip quote.			
9.	Finalize your group trip itinerary and vendor selections.			
10.	Book your trip with Huddletrip.			

#	Post Booking Recommended Tasks	N/A	In-Progress	Completed
1.	Provide a finalized list of group travelers to Huddletrip.			
2.	Upload permission slips, FAQ, and other trip docs to your HuddleTrip account.			
3.	Send a link to participants to request they set up a Huddletrip account.			
4.	Participants will make their flexible, schedule payments through their account.			
5.	Give participant's a copy of Huddletrip's Group Trip Participant Checklist.			
6.	Use your Huddletrip account to monitor your trip and make hotel room lists.			
7.	Make sure all participants have the necessary information.			
8.	Make sure all participants return their permission slips and other documents.			
9.	Review the trip itinerary, safety protocols, and etiquette rules with all participants.			
10.	Make sure everyone has fail-proof transportation to the trip departure point.			

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