

## Trip Planning

A **Trip Plan Checklist** is a great way to stay organised and ensure you're prepared for every aspect of your journey, from route planning to accommodation and safety. Here's a comprehensive checklist to follow before and during your trip:

### 1. Trip Overview

- ☐ **Trip Dates:** Confirm the start and end dates of your trip.
- ☐ **Destinations:** List all the places you plan to visit.
- ☐ **Route Plan:** Outline the route(s) you'll take, including detours or scenic routes.
- ☐ **Travel Companions:** Confirm who's coming on the trip (family, friends, pets).

### 2. Travel Documents & Essentials

- ☐ **Identification:** Ensure you have your passport, driver's license, or other ID.
- ☐ **Tickets/Reservations:** Print or digitally save any flight, train, or event tickets.
- ☐ **Insurance:** Check that travel insurance, vehicle insurance, and caravan insurance are up to date.
- ☐ **Emergency Contacts:** List important phone numbers (emergency services, embassies, family).
- ☐ **Itinerary:** Prepare a detailed itinerary with key dates, activities, and locations.
- ☐ **Maps & GPS:** Download offline maps or have a physical map as a backup for navigation.

### 3. Accommodation & Bookings

- ☐ **Hotel/Resort Reservations:** Confirm all accommodation bookings and check-in times.
- ☐ **Campsite Reservations:** Ensure all campsites are booked (if applicable).
- ☐ **Local Activities:** Book any tours, experiences, or excursions ahead of time (if needed).
- ☐ **Confirmation Emails:** Keep copies of confirmation emails or booking reference numbers.

### 4. Budget & Finances

- ☐ **Travel Budget:** Plan and set a budget for the entire trip (accommodation, food, activities).
- ☐ **Credit/Debit Cards:** Inform your bank about your travel dates to avoid frozen accounts.
- ☐ **Cash:** Carry a small amount of emergency cash in case cards aren't accepted.
- ☐ **Receipts:** Keep receipts for any pre-paid expenses and activities.

### 5. Packing & Gear

- ☐ **Clothing:** Pack appropriate clothing for the weather and activities.
- ☐ **Toiletries:** Ensure you have all personal hygiene items (toothbrush, shampoo, etc.).
- ☐ **Medications:** Pack any prescriptions, over-the-counter medications, and a first aid kit.
- ☐ **Tech & Gadgets:** Don't forget chargers, power banks, headphones, and any cameras.
- ☐ **Camping Gear:** If camping, pack tents, sleeping bags, cooking equipment, etc.
- ☐ **Food & Snacks:** Pack non-perishable food, drinks, and snacks for the journey.
- ☐ **Luggage:** Ensure you have the correct bags (suitcases, backpacks, or travel totes).

### 6. Health & Safety

- ☐ **First Aid Kit:** Prepare a basic first aid kit with bandages, antiseptics, and pain relievers.
- ☐ **Personal Safety:** Consider packing pepper spray, a whistle, or other safety devices.
- ☐ **Weather Alerts:** Check for any weather warnings or alerts for your destination.
- ☐ **Travel Warnings:** Check for any travel advisories related to your destinations.

- ☐ **Travel Insurance:** Verify your health insurance covers you while traveling (especially for international trips).

### 7. Vehicle or Caravan Prep

- ☐ **Vehicle Inspection:** Perform a pre-trip check (oil, Tyres, brakes, fluids, etc.).
- ☐ **Caravan Check:** Complete a caravan checklist (water systems, Tyres, security, etc.).
- ☐ **Fuel:** Ensure your vehicle or caravan is fuelled up and ready for the trip.
- ☐ **Tow Vehicle & Caravan Connections:** Double-check the hitch, lights, and towing gear.
- ☐ **Roadside Assistance:** Have a plan for roadside assistance (car insurance coverage, ☐ emergency numbers).
- ☐ **Documentation:** Carry important documents like vehicle registration, insurance, and breakdown coverage.

### 8. Packing for Special Activities

- ☐ **Outdoor/Adventure Gear:** For hiking, biking, fishing, or water sports, ensure you have the right gear.
- ☐ **Camera Gear:** Pack your camera, lenses, batteries, and memory cards if taking photos.
- ☐ **Books, Games, or Entertainment:** Bring along entertainment for long drives or downtime.

### 9. Communication & Connectivity

- ☐ **SIM Card/Internet:** Arrange for international SIM cards or data plans (if needed).
- ☐ **Wi-Fi:** Know where you'll have access to Wi-Fi for work, communication, or navigation.
- ☐ **Local Emergency Numbers:** Familiarise yourself with emergency numbers in the region.
- ☐ **Travel Apps:** Download essential travel apps (currency converters, translation, maps, etc.).

### 10. House/Property Preparations (If Applicable)

- ☐ **Mail:** Arrange for someone to collect your mail or have it held.
- ☐ **Pets:** Confirm pet care or boarding arrangements.
- ☐ **Home Security:** Set alarms, lock doors/windows, and secure valuables.
- ☐ **Utility Shutoffs:** If needed, turn off utilities (water, gas, or electricity) before leaving.

### 11. Before You Leave

- ☐ **Final Walkthrough:** Check that all systems (car, caravan, home) are ready for the trip.
- ☐ **Travel Reminder:** Set a reminder to leave at least 15 minutes earlier than planned.
- ☐ **Documents & Keys:** Ensure you have all essential documents and keys with you.
- ☐ **Contact Family/Friends:** Let family or friends know your travel details and itinerary for safety.

#### Disclaimer

This material is provided for the purposes of general information and understanding and should be used as a guide only. It should not be used as a substitute for expert guidance or specific advice as offered by a qualified professional.