Away Trip & Travel Checklist

Event: _____

Date: _____

Lead: _____

PLAN

- [ ] Transport booked and confirmed
- [ ] Hotel rooming list
- [ ] Itinerary sent to families
- [ ] Emergency contacts printed
- [ ] Medical forms packed
- [ ] Meal plan and restaurant bookings

PACK

- [ ] Home and away kits
- [ ] Team equipment bag
- [ ] First aid kit
- [ ] Snacks and water
- [ ] Chargers and power bank

ON THE ROAD

- [ ] Head count before departure
- [ ] Head count at each stop
- [ ] Room checks
- [ ] Keep receipts

NOTES