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Trip Organizer Checklist

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Pre-Trip Research

- Destination chosen
- Best time to visit researched
- Visa requirements checked
- Vaccination requirements checked
- Travel advisories reviewed
- Budget range set

Bookings Tracker (fill in as you book)

Flight: Airline _____ | Confirmation # _____ | Departs _____ | Returns _____

Hotel: Name _____ | Confirmation # _____ | Check-in _____ | Check-out _____

Car Rental: Company _____ | Confirmation # _____ | Pickup _____ | Return _____

Activities: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Emergency Info

- Travel insurance policy # _____
- Embassy/consulate address _____
- Emergency contact _____ phone _____
- Nearest hospital noted
- Local emergency number noted

Documents Packed

- Passport
- Visa
- Travel insurance
- Booking confirmations
- Copies of all documents (stored separately)

Money

- Notify bank
- Get local currency

- Backup credit card packed separately
- Know ATM locations at destination