



Planning Checklist for Trips and Activities

Activity or Event Information

What is it? _____

Where is it? _____

When is it? _____

Circle the days of the week you will be gone: mon tue wed thu fri sat sun

Will I have to stay overnight? Yes No If yes, how many nights? _____

(3-4 weeks) Three to Four weeks before the first day of your event: **(Date: ____/____/____)**

- Tell a family member or agency staff about your wishes to attend and ask for help if needed
- Is there a registration fee? **(yes or no)** If yes, do you need to request it? **(yes or no)**
- Fill out a registration form if there is one and return it to the appropriate person **(Mailed? Faxed? Emailed?)**
- If necessary, fill out registration form for family member or agency staff also. **(Mailed? Faxed? Emailed?)**
- Determine how long it will take to get there **(How long?_____)**
- If necessary, determine overnight accommodations **(Name?_____)**
- Make reservations and find out the hotel check in time (_____) and check out times (_____)
- Start working on transportation to and from the location **(Will staff drive? Will you carpool with someone? Will you take a bus? Will you rent a car?_____)**

(2) Two weeks before your event: **(Date: ____/____/____)**

- Remind your family member or agency staff about your plans
- If someone will be going with you, who will it be? **(Who?_____)**
- Make final arrangements for transportation **(How will you get there?_____)**
- Have you communicated any special accommodations you may need? **(refrigerator for medication? accessibility? alternative formats? special dietary?)**
- Find out how you should dress each day **(Professional? Business? Casual? Formal?)**
- Is there a special activity that will require a special outfit? **(If yes, what is it?_____)**
- Do you need to shop for any clothing or special items? **(yes or no)** (If yes, remember that thrift stores are a great low-cost choice!)

(1) One week before your event: (**Date:**_____/_____/_____)

- Confirm the event location and arrival times.
- Find out if you must take your own bed linens and towels/washcloths. (**yes or no**)
- Prepare a list of your medical alerts and allergies.
- Make sure you have enough prescription medications. **Do you need to get a refill for any that will run out prior to your return home? (yes or no)**
- Figure out how much extra money you will need to take for snacks, gift shop, tips, etc. (**How much? \$_____**) **Do you need change for snack machines? (yes or no)**
- Find out how much luggage space is available in the car, bus, train. (**How many bags can you take? _____**)

(3) Three days before your event:

- Have enough laundry washed to pack for your stay. (**Sort, Wash, Dry, Fold or Hang**)
- Get any maps and driving directions you may need. (**Do you need directions? yes or no**)
- Print confirmation numbers for hotel and/or transportation reservations. (**Were you given confirmation numbers? yes or no**)
- Pick up any last minute toiletries or supplies you need to take with you.

(1) One day before your event:

- Charge your cell phone.
- Pack your pillow, linens, towels, washcloths, if you must take your own.
- Pack an alarm clock if necessary.
- Pack enough clothes for the entire event:

___ pants

___ shoes

___ shirts

___ pajamas

___ socks

___ sweaters or coats

___ undergarments

___ hats, jewelry, etc.

- Pack your personal care items and necessities:

___ deodorant

___ hairbrush/comb

___ toothbrush/toothpaste

___ makeup or hair supplies

___ soap/body wash

___ glasses/contact lenses

___ shampoo

___ medications

- If driving, fill gas tank and clean windshields.
- Mark all of your luggage and bags with your name and phone number.
- Mark an envelope with the words "Save All Receipts" and place in your purse or wallet.
- Pack a small bag with items you will need to get to:

___ cell phone and charger

___ snacks (take with medications?)

___ camera with extra batteries

___ wallet with photo ID/insurance cards

___ book or music player

___ money for tolls if necessary

Get a good night's rest and safe travels!