

Bonus Tips

- ☐ Arrive 15-20 minutes early.
- ☐ Share a packing list ahead of time.
- ☐ Keep everyone updated with one group message.
- ☐ Most importantly - have fun together!

Day-Of Timeline

Leave Home _____
Arrive By _____
Activity Starts _____
Lunch/Break _____
Activity Ends _____

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GROUP OUTING PLANNER

Event Name _____

Date _____

Time _____

Location _____

Est. Attendance _____

Guest List

- ☐ Invitations Sent
- ☐ RSVPs Collected
- ☐ Final Headcount
- ☐ Emergency Contacts

Logistics

- ☐ Parking Information Shared
- ☐ Transportation Planned
- ☐ Meeting Location Confirmed
- ☐ Weather Checked

Packing Checklist

- ☐ Comfortable Clothing
- ☐ Fully Enclosed Shoes
- ☐ Water Bottle
- ☐ Snacks
- ☐ Sunscreen
- ☐ Bug Spray
- ☐ Medications

Before You Leave

- ☐ Reservations Confirmed
- ☐ Waivers Completed
- ☐ Arrival Time Sent
- ☐ Contact Numbers Saved
- ☐ Camera Charged

Notes
