



Trip Planning Checklist

This checklist includes suggested tasks and deadlines. Please note that when planning a larger event, more time needs to be allowed for pre-planning. There may also be necessary tasks that are not listed below.

TASK	When to Complete
<input type="checkbox"/> Discuss event idea with members of the organization	At least 2 months prior
<input type="checkbox"/> Research availability and cost of transportation, lodging, and entrance fees	At least 2 months prior
<input type="checkbox"/> Pick a date and time for the event – Take into consideration other scheduled events by checking the RICalendar and contacting other student organizations	At least 2 months prior
<input type="checkbox"/> Develop a proposed budget with cost estimates	At least 2 months prior
<input type="checkbox"/> Apply to SCG finance for funding	At least 2 months prior
<input type="checkbox"/> Trip destination reservations	At least 2 months prior
<input type="checkbox"/> Bus reservations	At least 2 months prior
<input type="checkbox"/> Print tickets at RIC Box Office if tickets are being sold	At least 1 month prior
<input type="checkbox"/> Compose a Fact Sheet for all attendees listing important information	At least 2 weeks prior
<input type="checkbox"/> If tickets are being sold, bring an envelope to Abby Brunelle, Student Union Welcome & Information Center student manager, with numbered tickets, copies of Fact Sheets, a signup sheet, and ticket contract	At least 2 weeks prior
<input type="checkbox"/> Track number of students planning to attend	At least 1 week prior
<input type="checkbox"/> Confirm destination and bus reservations	At least 1 week prior
<input type="checkbox"/> Prepare waiver forms	At least 1 week prior
<input type="checkbox"/> Have all attendees complete waiver forms BEFORE the trip. Drop off the YELLOW copies to Student Activities (along with the Trip Registration Form), bring the WHITE copies with you on the trip, and give the PINK copies back to the students.	1 week prior
<input type="checkbox"/> Pickup trip folder from Welcome and Information Center	1 week prior
<input type="checkbox"/> Event Evaluation	Day after the event
<input type="checkbox"/> Thank You Notes	Day after the event
<input type="checkbox"/> Complete budget with actual costs and process payments through SCG	After bills are received