

Friends & Group Trip Checklist

Planning

- Fix a clear budget and track shared expenses.
- Agree on destination, travel dates, and flexible itinerary.
- Choose one designated leader to manage key bookings.
- Confirm hotel or AirBnb stays with enough beds for everyone.
- Collect all full legal names and passport details.

Pre-Trip Coordination

- Set up a group chat for quick communication.
- Install a shared expense-splitting app for payments.
- Assign specific responsibilities like meal planning or transport.
- Confirm individual dietary needs and health conditions early.

Packing & Preparation

- Divide shared travel items to avoid duplicate packing.
- Pack personal essentials, documents, and necessary daily medications.
- Share digital copies of important travel documents together.

Departure Day

- Double check flight times and departure meeting locations. (8 words)
- Arrive at the airport together with extra time.

Health & Emergency Prep

- Choose clothing by day and activity; remove duplicate just in case items.

Friends & Group Trip Checklist - continued

Health & Emergency Prep

- Pack comfortable footwear you have already worn.

- Carry suitable protection from sun, rain or cold.

Transport-day checks

- Verify terminal, baggage limits and online check-in opening time.

- Keep liquids, batteries, medicines and valuables within current cabin rules.

- Plan the airport transfer with buffer for traffic, queues and security.

Traveller-specific preparation

- Name one booking coordinator and one backup contact.

- Confirm rooming, payment responsibilities and cancellation rules in writing.

- Share the final itinerary in one place and set meeting points for free time.

Activities and destination checks

- Set daily ceilings for stay, food, local transport and activities instead of one vague t...

- Compare overnight transport only after considering sleep quality and lost arrival-day time.

- Choose accommodation with useful transport access, not simply the lowest room price.

Final 24-hour check

- Recheck live transport status, weather alerts and provider messages.

- Charge devices and power banks; download tickets, maps and entertainment.

- Confirm documents, medicines, wallet, keys and essential hand baggage.