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# Travel Prep Form

Traveling to Destination	Airline, flight#, departure date & time	Arrival time, terminal
	(transfer flight if applicable)	Arrival time (if applicable)
If being met, who will meet me? Where?	Person, emergency contact phone#	
If driving myself	Rental car company, reservation#, phone#	
Immediate destination upon arrival?		
Hotel	Address, phone#, reservation#, type of room	Check-out date & time
Pre-engagement event (e.g. consulting or facilitation engagement, mixer, etc.)	Date/time	Location
Event	Date/time	Location
Event #2	Date/time	Location
	Contact person on day of speech, phone#	
Return home	Airline, flight#, departure date & time	Arrival time, terminal
	(transfer flight if applicable)	Arrival time (if applicable)