**Itinerary Planning Resources**

**(Specifics and Editable Itinerary Template)**

**Trip Specifics**

|  |  |
| --- | --- |
| Number of days: *We recommend something in the 7-10 days range as that is usually where the best price points are found*  |  |
| Desired dates: *Specific dates within the desired semester (i.e., June 3rd-June 11th)* |  |
| Group flight request: *Note that this does significantly increase the price of the program for students and result in earlier payment due dates* |  |
| Airport Transportation: Would you like to include airport pick-up in the proposal? |  |
| Accommodations:*If you have specific preferred hotels, accommodation requests, or neighborhoods, please include them here:* |  |
| Locations:Cities to include in the itinerary if you are travelling to multiple locations |  |
| Note: no more than one full free day is recommended per 7-10 days |
| Note: the proposed itinerary may shift with regards to what is done each day, but provides an outline for the proposal and budget as well as the logistics and schedule desired. |
| Note: A welcome dinner or lunch is recommended as is a farewell dinner or lunch |

**Editable Itinerary Template** \_\_\_\_\_ Day Itinerary to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Day/Date** | **Location** | **Details (accommodations, stops, etc.)** | **Notes** |
| **\*\*Example day**Day 2: 5/30/2022 | London | Breakfast included at hotelActivities* Morning lecture -arranged by program leader
* Visit Trafalgar Square
* Visit Leicester Square
* Covent Garden

Welcome DinnerAccommodations:London House | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private  |
| Day 1  | USA -  | Flight to (city/country)Accommodations:  | Group flight? Y/NAirport Transit: Y/N |
| Day 2  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 3  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 4  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 5  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 6  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 7  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 8  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 9  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |
| Day 10  |  | Cultural/Academic activities (visits, lectures, tours, etc.): Accommodations: | Meals to include: Breakfast/Lunch/Dinner?Local Transit Requested?Public/Private |