**Itinerary Planning Resources**

**(Specifics and Editable Itinerary Template)**

**Trip Specifics**

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| --- | --- |
| 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 hotel  Activities   * Morning lecture -arranged by program leader * Visit Trafalgar Square * Visit Leicester Square * Covent Garden   Welcome Dinner  Accommodations:London House | Meals to include: Breakfast/Lunch/Dinner?  Local Transit Requested?  Public/Private |
| Day 1 | USA - | Flight to (city/country)  Accommodations: | Group flight? Y/N  Airport 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 |