

TRAVEL ITINERARY TRACKER

DESTINATION: _____ DATES: _____ GROUP SIZE: _____

TIME	ACTIVITY / EVENT	LOCATION / CONTACT	NOTES & CONFIRMATION #
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08:00 AM	Group Check-in	International Airport	<i>Terminal 3 - Meet at Gate B12</i>
01:30 PM	Hotel Check-in	Grand Plaza Hotel	<i>Res #992831 - Group luggage storage</i>
07:00 PM	Welcome Dinner	The Blue Bistro	<i>Set menu - notify staff of allergies</i>

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09:00 AM	Guided City Tour	Main Square	<i>Walking shoes required</i>
02:00 PM	Museum Visit	National Gallery	<i>Group tickets pre-purchased</i>
08:00 PM	Free Evening	Downtown District	<i>Optional jazz club visit</i>