



## TRIP PLANNER

### PRE-TRIP

**9-12 months in advance**

Set dates (in coordination with on-site host)

Determine size of Team

Determine cost of trip

Publicize trip

Begin recruiting Team

Set dates for Pre-trip Team Meetings

**6-9 months in advance**

Plan content of Pre-trip Team Meetings

Invite facilitators for Pre-trip Team Meetings

Confirm Team Members (leaders and participants)

**3-6 months in advance**

Schedule Send-off Service

Schedule Post-trip Team Meetings with Richard (Leader only)

Schedule Post-trip Report Back

Consider making reservations and purchasing tickets

Have Team Members secure passports + visas as needed

Secure supplies/equipment

Take care of immunizations and other medical issues

Begin Pre-trip Team Meetings with Team Members

Assign reading – missionary biographies, etc. / or report

Consult with host(s) re: local culture, giving gifts/money to nationals

Raise support (prayer and finances)

**1-3 months in advance**

Purchase plane tickets

Turn in Insurance Information

Scan and send passport information to Worldwide

Turn in liability and all release forms

Collect Emergency Information

Research weather/climate, culture, etc. in preparation for packing

**1 week in advance to 1 month**

Provide copies of Travel Itinerary

Inform team about airport restrictions / security / etiquette

Arrange for transportation to / from airport

Talk about immigration “rules”, baggage claim, customs, etc.

Connect with host about transportation / where to meet / fares

Check with airline for time allotted for check-in

Review packing list

**Last week**

Pack your bags

Send-Off Service

Be sure passports, emergency info and ID info are all in order

Review immigration “rules”, baggage claim, customs, etc.

**On-site**

Coordinate daily schedule

Communicate with host re: coordination of times, places, etc.

Keep team apprized of what to expect

Encourage Team in personal development and learning

Keep ministry priorities and trip purpose at forefront

Stay alert for situations that need your leadership/attention

Before returning home, conduct first Debriefing session

**Post-trip – first week home**

Hold first Post-trip Team Meeting (Debriefing)

Communicate with supporters - thank you notes

Share your story with others

**Post-trip – second week and after coming home**

Church-wide Report Back Meeting

Hold last post-trip team meeting (Debriefing)

Discuss with team ways their journey and mission can continue