

Date of Trip/Event	#1	#2
UA Institution you are visiting - RESERVE TRIP		
Capacity of trip (adults/children)		
UA Voucher #s being used		
Travel (bus/subway/meet there)		
Reserve bus (consider travel time/ pick up at school/pick up at institution)		
Bus CO.Contact Number		
Bus Activities - logistics, what to do at Institution, etc		
Food (packed lunch from school or BYO)		
Lunch (reserve or find space at location)		
Recruit/Sign up Strategy		
Bad Weather Plan/Alternate Date		
Plan for confirming attendance (waitlist)		
Plan for communicating at Institution		
Emergency Plan		

Notes:		