TRIP DEPARTURE READINESS DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Keep reservation references in your secure storage, not in public browser fields.

STEP 2 Assign each travel check to an adult and record the review date.

STEP 3 Verify current entry requirements, transport and accommodation directly with official providers.

STEP 4 Which fact or document still needs checking?

TRIP DEPARTURE READINESS DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

TRIP DEPARTURE READINESS DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Keep reservation references in your secure storage, not in public browser fields.

Concrete next action

Owner / due

ACTION 2 Assign each travel check to an adult and record the review date.

Concrete next action

Owner / due

ACTION 3 Verify current entry requirements, transport and accommodation directly with official providers.

Concrete next action

Owner / due

IMPORTANT CONTEXT

The tool does not check visa eligibility, flight status, insurance, weather or availability; use authoritative up-to-date sources.

- [ ] Source checked
- [ ] Next action assigned