TRIP PACKING 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 Use one row per item or clearly defined packing check.

STEP 2 Assign the person checking it and choose a review date.

STEP 3 Record location, confirmation and any remaining action before changing the progress state.

STEP 4 Which fact or document still needs checking?

TRIP PACKING READINESS DESK

Keep a dated record

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

Reference period

Review date

PACKING REVIEW DATE	ITEM OR PACKING CHECK	PERSON RESPONSIBLE	PACKING PROGRESS	LOCATION, CONFIRMATION AND REMAINING ACTION

Outstanding question or record to confirm

TRIP PACKING READINESS DESK

Make the next step happen

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

ACTION 1 Use one row per item or clearly defined packing check.

Concrete next action	Owner / due

ACTION 2 Assign the person checking it and choose a review date.

Concrete next action	Owner / due

ACTION 3 Record location, confirmation and any remaining action before changing the progress state.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This checklist does not verify current travel, entry, transport or airline rules. Check official requirements and supplier instructions directly.

- [ ] Source checked
- [ ] Next action assigned