

Planning Sheet

Planning Activity: **Trip to America**

Details	Visa	Visa Waiver	Passport Expiry Date	Travel Insurance	Flights Booked	Deposit Paid	Item No 7
Bob	√	√	√	√	√	√	
Jim	√				√	√	
David	√	√		√		√	
Jamie			√	√			
Steve	√	√				√	
Anne	√	√		√		√	
7							
8							
9							
10							

As an example use the “Details” column to list names and the “Item No” to record events or activities