

Whenever possible,
create a repeatable process and system



Name of Event: _____

Date of Event: _____

Contact Person: _____

Cell: _____

City: _____

State: _____

Hotel: _____

Address: _____

Time of Event: _____

Flight Reservations

Airline leaving from [Name of City]: _____

Airline: _____

Flight # _____ Departing _____ Arriving _____

Flight # _____ Departing _____ Arriving _____

Hotel Reservations

Confirmation # _____

Ground Transportation

Confirmation # _____

_____ Take Shuttle to Hotel _____ Take Taxi to Hotel _____ Take Car Service to Hotel

Expenses:

Mileage: _____

Air Fare: \$ _____

Hotel: \$ _____

Airport Parking: \$ _____

Tips: \$ _____ \$ _____ \$ _____ \$ _____

Meals: \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Other: \$ _____

\$ _____

\$ _____

\$ _____

Contacts made at event:

Name:

Phone #:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Packing Checklist:

- Work clothes
- Evening clothes
- Other clothes
- Dress Shoes
- Socks / Hose
- Belt
- Underwear
- Sleepwear
- Workout Clothes
- Workout Shoes
- Toiletries
- Medicine
- Cellphone plug
- Business Cards
- Airline Ticket
- Supplies for Event
- Money for Trip