**Committee Pre-Trip Checklist**

Use this checklist as a guide to ensure you have not forgotten anything in preparation for your delivering your trip.

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| --- | --- | --- |
| Action | Tick to confirm | Notes for yourself |
| Documentation & Logistics | | |
| We have checked risk for country and prepared by submitted a signed of risk assessment and completing actions from it |  |  |
| Arranged Visa’s if necessary |  |  |
| Booked Flights |  |  |
| Booked Accommodation |  |  |
| Arranged Itinerary |  |  |
| Arranged transfers and travel in country and have contact information for them |  |  |
| People | | |
| Briefed participants including all health, risk, culture and security including insurance |  |  |
| I have all sensitive information on my participants to provide them with a duty of care |  |  |
| I have all contact and [emergency contact information](https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers) loaded into my phone and know the [dialling code](https://en.wikipedia.org/wiki/List_of_country_calling_codes) for where I am going. |  |  |
| I have the necessary equipment (including safety) for the trip |  |  |
| I have checked my phone works where I am going or arranged an unlocked phone to put a local sim into. |  |  |
| I know my blood group in case of emergencies |  |  |
| Security and Contingency Planning | | |
| I have a communications plan and all emergency information in hard copy and backed up |  |  |
| I am aware of security and emergency procedures to be able to handle issues that may come my way |  |  |