

Day 1 • Arrivals & catch-up dinner

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

Day owner (runs reservations today) _____

NOTES

Day 2 · Big day out

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

Day owner (runs reservations today)

NOTES

Day 3 • Spa / slow day

Where / map	Travel time
Open – close	Cost
Priority	

Where / map	Travel time
Open – close	Cost
Priority	

Where / map	Travel time
Open – close	Cost
Priority	

Day owner (runs reservations today)

Day 4 • Brunch & departures

MORNING

Where / map	Travel time
Open – close	Cost
Priority	

AFTERNOON

Where / map	Travel time
Open – close	Cost
Priority	

EVENING

Where / map	Travel time
Open – close	Cost
Priority	

BUFFER / HOTEL BREAK

Day owner (runs reservations today) _____

NOTES

Per person · due dates · pays via

Per person

Due dates

Pays via