

BLACK JOY TRAVEL EDUCATION SERIES

The BJGT Trip Planning Checklist

From “I want to go” to “my bags are packed.”



BLACK JOY
GLOBAL TRAVEL



Travel is Your Birthright.

FREE TRAVEL RESOURCE • [BLACKJOYTRAVEL.COM](https://blackjoytravel.com)



BLACK JOY TRAVEL EDUCATION SERIES

The BJGT Trip Planning Checklist

From "I want to go" to "my bags are packed."

BJGT TIP

Use this guide as your trip-planning command center. Check items off as you go, write directly on the pages, and keep your confirmations together in one place.

BLACK JOY GLOBAL TRAVEL
Travel is Your Birthright.

STEP 01

Start With the Why

Before you search for a flight, decide what you actually want from the trip. A destination should serve the experience you want, not the other way around.

Destination or region: _____

Who is traveling: _____

Ideal travel dates: _____

What do I want this trip to feel like?

- | | |
|---|--|
| ☐ Restful and slow | ☐ Nightlife and entertainment |
| ☐ Culturally immersive | ☐ Wellness-focused |
| ☐ Food-focused | ☐ Family connection |
| ☐ Adventure-filled | ☐ Romantic |
| ☐ History and heritage | ☐ A little bit of everything |

My top three priorities:

1. _____
2. _____
3. _____

My non-negotiables:

BJGT TIP

Do not build your itinerary around what social media says you are supposed to do. Start with what matters to you and the people actually taking the trip.

STEP 02

Money + Timing

A realistic budget gives you freedom to enjoy the trip without wondering what every decision is doing to your bank account.

CATEGORY	ESTIMATED BUDGET
Flights / transportation to destination	\$
Accommodations	\$
Local transportation	\$
Food + drinks	\$
Tours + activities	\$
Travel insurance	\$
Passport / visa / entry costs	\$
Phone / data	\$
Shopping + souvenirs	\$
Emergency cushion	\$
TOTAL TRIP TARGET	\$

Amount already saved: _____

Amount still needed: _____

Monthly savings target: _____

Timing check

- I checked the destination's typical weather for my travel dates.
- I checked major holidays, festivals, closures, or peak travel periods.
- I compared flexible dates where possible before booking.
- I left room in the budget for price changes and unexpected expenses.

BJGT TIP Your trip budget is not just airfare plus hotel. Transportation, food, activities, fees, insurance and a cushion can dramatically change the real cost.

STEP 03

Before You Book

Pause before paying. A few checks now can prevent expensive surprises later.

- Check passport expiration date and destination-specific validity requirements.
- Check visa, electronic authorization, entry and transit requirements for every country on the route.
- Review official destination entry information and current travel advisories.
- Review health guidance and determine whether any vaccinations or health preparations apply to the trip.
- Understand the cancellation and change rules before purchasing flights or lodging.
- Compare travel insurance options and understand what is and is not covered.
- Check baggage rules for each airline, including connecting carriers.
- Research airport-to-hotel transportation before arrival.
- Check accessibility, dietary, mobility or other traveler-specific needs.
- Confirm names on reservations match travelers' identification documents.

BJGT TIP

Use official government, airline, hotel and attraction sources for requirements that can change. A TikTok posted six months ago is not an entry requirement. ■

Important information to save

Passport expiration: _____

Travel insurance provider / policy: _____

Airline confirmation: _____

Hotel confirmation: _____

Build the Trip

Now turn the idea into an actual journey. Book the essentials first, then build the experience around them.

Transportation

- Flights or primary transportation booked
- Airport transfers or arrival transportation planned
- Local transportation researched
- Rental car / rail passes / transit cards arranged if needed

Stay

- Accommodation booked
- Check-in and check-out times saved
- Neighborhood and transportation access reviewed

Experience

- Priority tours and timed-entry attractions reserved
- Restaurants requiring reservations identified
- Cultural and historical experiences included
- Free time intentionally left in the itinerary
- Backup options saved for weather or closures

BJGT TIP

You do not need to schedule every waking second. Leave room to wander, rest, change your mind, or discover something you never knew existed.

The one experience I absolutely do not want to miss:

The Final 30 Days

The trip is real now. Use the final month to confirm the details so departure week is not a scramble.

- Reconfirm flights, accommodations, transfers, tours and reservations.
- Check passport, visa and entry documents again.
- Review the latest destination and airline requirements.
- Check the weather forecast as departure gets closer.
- Finalize your packing list and luggage plan.
- Arrange international phone/data access if needed.
- Confirm your payment methods will work at the destination.
- Prepare any destination-appropriate cash you want to carry.
- Pack prescription medications and essential health items in accordance with travel rules.
- Save digital copies of important travel documents securely.
- Share itinerary and emergency information with a trusted person.
- Arrange pet care, mail, home security and other at-home responsibilities.

Emergency information

Emergency contact: _____

Accommodation address: _____

Insurance assistance number: _____

BJGT TIP

Keep essential documents available in more than one secure format. Your phone should not be the only place your itinerary, insurance information or confirmations exist.

Departure Day

The planning is done. Run through the essentials, lock the door, and go experience the world.

- Passport / required identification
- Visa / entry authorization if applicable
- Wallet, cards and travel cash
- Phone
- Charging cables / power bank
- Prescription medications and essentials
- Boarding passes / transportation confirmations
- Accommodation information
- Travel insurance information
- Bags checked for weight, size and prohibited items
- Airport / station transportation confirmed
- Home secured and final responsibilities handled

**You planned it.
Now go experience it.**

The world isn't out of reach.

Travel is Your Birthright.

A note from Black Joy Global Travel: Travel requirements can change. Always verify current passport, visa, health, security, airline and destination requirements with the appropriate official sources before departure.