

50+ Itinerary Samples, Format & Examples 2022

Itineraries can refer to a couple of things. Some people associate it with a flight itinerary while others imagine a program flow of events. Both ideas are equally acceptable. The numerous [itinerary templates](#) in the article are diverse and perfect for your event, business, and personal needs.

To create an itinerary of your own, follow the following steps:

- Browse through dozens of itinerary ideas and sample templates.
- Customize it online, download, then print it in your preferred file format.

Whether you're planning a family trip or a big corporate event, creating an itinerary will help promote organization and time management. You can also learn to make a simple itinerary by using the basic format guide found at the end of the article. So read on and flex those planning skills!

1. Itinerary Planner Sample

Having an [itinerary planner](#) will help you plan out your schedule. The typical elements found in most itineraries are flight details, accommodation information, and a list of planned activities.

Itinerary Planner

Prepared for: Keisha Whittaker
Email: keisha@gmail.com
Purpose of Trip: 2-Day Trip to London, England

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	October 15, 2025	October 16, 2025
From	Manchester, England	London, England
Departure Time	01:00 AM	10:00 PM
To	London, England	Manchester, England
Arrival Time	01:55 AM	10:55 PM
Flight	OK 123	IK 098
Airline	UK Airways	UK Airways

Lodging

Location: Queen Elizabeth Hotel
Address: 553 Highfield Road, London
Phone: 435 132 6965

Activities

DATE	TIME	LOCATION	ACTIVITY
October 15, 2025	9 AM - 10 PM	London	A tour of Windsor Castle, Stonehenge, and Bath
October 16, 2025	8 AM - 6 PM	London	Jack the Ripper Walking Tour

Notes

1. Rent a car for the entire 2-day vacation.
2. Bring a power bank during the trip to access digital maps (if physical maps are not available).

2. Event Itinerary Sample

An event organizer's main goal is always a smooth and successful event. Which is why many prepare a program flow prior to the event. This [event itinerary](#) below contains the program flow for an 18th birthday celebration.

Debut Celebration Itinerary

Prepared for: Kim Atkins

Email: kim@zmail.com

Purpose of Event: Celebrate Christina Walt's 18th birthday

Event Details

DETAILS	EVENT
Date	October 24, 2050
Location	Fairyland Hall
Address	13050 Dronfield Ave Sylmar, CA, 91342
Time	03:00 PM - 06:00 PM
Event Holder	Christina Walt

Activities

START	END	ACTIVITY
03:00 PM	03:20 PM	Giving of 18 Roses and 18 Treasures
03:20 PM	04:00 PM	Dinner
04:00 PM	06:00 PM	Debutant's Speech

Notes

1. Bring the itinerary in the hotel premises as it is considered as an event pass.
2. Inform the party organizer about your food allergies, if there are any.

3. Party Itinerary Sample

Parties are always fun to plan; and people can come up with basically any reason to plan a party- retirement parties, birthdays, reunions, baby showers, etc. Use the [party itinerary](#) below as a guide to craft your own party program.

Party Itinerary

Prepared for: Henri Dalton

Email: henri@mail.com

Purpose of Event: To give thanks, bid farewell, and recognize the contributions of Professor Henri Dalton to the university.

Event Details

DETAILS	EVENT
Date	March 2, 2023
Location	Luna Hotel, Astrid Ballroom
Address	5212 Mason Lake Dr W Grapeview, Washington, 98546
Time	06:00 PM - 9:00 PM
Event Holder	University of Duke

Activities

START	END	ACTIVITY
06:00 PM	07:15 PM	Opening Remarks and Tribute to Professor Dalton
07:15 PM	08:15 PM	Dinner
08:15 PM	09:00 PM	Closing Remarks

Notes

1. The organizers will be at the venue as early as 8:00 AM to put the decorations and sound system.
2. The organizers will borrow extra two extra microphones and an LCD projector.

4. Business Itinerary Sample

People travel not only to go on vacations. Business trips are quite common as well. The purpose of the sample [business itinerary](#) below is a client meeting.

Business Trip Itinerary

Prepared for: Jack Daniels
Email: jack@zmail.com
Purpose of Trip: Client Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	April 10, 2029	April 13, 2029
From	Portland, Oregon	New York City, New York
Departure Time	08:00 AM	06:00 PM
To	New York City, New York	Portland, Oregon
Arrival Time	11:00 AM	09:00 PM
Flight	AB 123	CD 456
Airline	ABC Airways	ABC Airways

Lodging

Location: Manhattan Bay Hotel
Address: 3562 Hoffman Avenue, Manhattan, New York 10016
Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
April 11, 2029	1 PM - 5 PM	Manhattan Bay Hotel, Green Room	Attend the 1st day of the client meeting
April 11, 2029	8 AM - 12 PM	Manhattan Bay Hotel, Green Room	Attend the 2nd day of the client meeting

Notes

1. Request the Manhattan Bay Hotel to send a van for pick up at the airport.
2. Secure the additional documents necessary for the client meeting.

5. Printable Itinerary Sample

The [printable itinerary](#) below is for a surprise birthday party. You can include notes in addition to your program flow so it's easy to keep track of other reminders.

Party Itinerary

Prepared for: Annabella Chase

Email: annabella@zmail.com

Purpose of Event: To throw a surprise 30th birthday party for the celebrant.

Event Details

DETAILS	EVENT
Date	May 20, 2025
Location	Lucia Rooney's Residence
Address	2595 Eagles Peak Ln Lincoln, California, 95648
Time	06:00 PM - 09:00 PM
Event Holder	Lucia Rooney

Activities

START	END	ACTIVITY
06:00 PM	07:00 PM	Have the accomplice fetch the celebrant and drop them off at the venue.
07:00 PM	08:45 PM	Main event (dinner and games)
08:45 PM	09:00 PM	Celebrant's message to the attendees

Notes

1. Plan a fake activity that the celebrant will surely attend.
2. Book a caterer, buy streamers, balloons, and other decorations weeks before the event.

6. Flight Itinerary Sample

The [sample itinerary](#) below is a detailed schedule of a 2-day trip to the city of Seoul in South Korea. You have the option to hire an English guide to help you get around the city if you're worried about any language barrier.

Korea Trip Itinerary

Prepared for: Demi-Leigh Yang
Email: demi@zmail.com
Purpose of Trip: 2-Day Trip at Seoul, South Korea

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	April 20, 2030	April 23, 2030
From	New York City, New York	Seoul, South Korea
Departure Time	06:00 AM	06:20 AM
To	Seoul, South Korea	New York City, New York
Arrival Time	05:25 PM	04:15 PM
Flight	YJ-890	HY-095
Airline	Bravo Airline	Bravo Airline

Lodging

Location: Full Hong Hostel
Address: 36-1, Namsangeurintaun, Namsan 4(sa)-dong, Jung-gu, Daegu, Korea
Phone: +82-4-891-8442

Activities

DATE	TIME	LOCATION	ACTIVITY
April 21, 2030	9 PM - 6 PM	Anguk area & Myeongdong	Bukchon Hanok Village tour and Changdeokgung Palace
April 22, 2030	8 AM - 5 PM	Nami Island	Explore Nami Island

Notes

1. Request Full Hong Hostel for van pickup with signage for Ms. Demi.
2. Inform the tour guide that there should be someone who can speak english when having a tour.

7. Trip Itinerary Sample

The Grand Canyon is one of the most popular tourist destinations in the west. That's another item to add to your bucket list in this Arizona [trip itinerary](#).

Arizona Trip Itinerary

Prepared for: Joseph Valerio

Email: joseph@zmail.com

Purpose of Trip: Grand Canyon Visit

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	June 01, 2040	June 03, 2040
From	Las Vegas, Nevada	Flagstaff, Arizona
Departure Time	08:00 AM	04:00 PM
To	Flagstaff, Arizona	Las Vegas, Nevada
Arrival Time	9:30 AM	05:30 PM
Flight	AB-785	CD-369
Airline	Grande Airways	Grande Airways

Lodging

Location: Blessed Cabin

Address: 3201 Farm Meadow Drive, Flagstaff, Arizona 86004

Phone: 222-555-7777

Activities

DATE	TIME	LOCATION	ACTIVITY
June 01, 2040	1 PM - 5 PM	Blessed Cabin	Explore the Cabin and attend the boodle fight
June 02, 2040	8 AM - 12 PM	Coconino County	Visit the Grand Canyon

Notes

1. Hire a car for the trip to the Grand Canyon.
2. Call and reserve a tour guide to the Grand Canyon.

8. San Francisco Itinerary Sample

San Francisco, along with Los Angeles, are important hubs in the Pacific coast of the United States. The city is a melting pot of cultures and is a popular among tourists. Plan your next west coast excursion with this [simple itinerary](#) below.

San Francisco Trip Itinerary

Prepared for: Mark Davidson
Email: mark@gmail.com
Purpose of Trip: 3-Day Trip to San Francisco, California

Flight Details

DATE	DEPARTURE FLIGHT	RETURN FLIGHT
Date	October 20, 2027	October 23, 2027
From	New York City, New York	San Francisco, California
Departure Time	09:00 AM	05:00 PM
To	San Francisco, California	New York City, New York
Arrival Time	10:00 AM	07:00 AM
Flight	YZ-023	FD-450
Airline	Atlantic Air	Atlantic Air

Lodging

Location: Harrison Hotel
Address: 1378 Harrison St. San Francisco, CA 94110
Phone: 222 555 7777

DATE	TIME	LOCATION	ACTIVITY
October 21, 2027	1 PM - 5 PM	The Laven Vineyard	Wine tasting
October 22, 2027	10 AM - 1 PM	Sanico Mall	Shopping
October 23, 2027	6 PM - 9 PM	Frankfurt Square	Night out

Notes

- 1. Need to contact my friends before the trip to make sure everyone is prepared.
- 2. Rent a car to have convenient transport during the whole trip.

9. Wedding Itinerary Sample

Planning a wedding can be a fulfilling yet stressful experience. A [wedding itinerary](#) is a basic requirement if you want to plan the event properly and diligently.

Wedding Itinerary

Prepared for: Miley Adamson

Email: miley@zmail.com

Purpose of Event: Celebrate the marriage of Nicole Davis and George Gilmore

Event Details

DETAILS	EVENT
Date	March 20, 2030
Location	Branford House
Address	108 Shennecossett Rd, Groton, CT, 06340
Time	04:00 PM - 07:00 PM
Event Holder	Nicole Davis and George Gilmore

Activities

START	END	ACTIVITY
04:00 PM	05:00 PM	Wedding Ceremony
05:00 PM	06:00 PM	Dinner
06:00 PM	07:00 PM	Giving of Speeches

Notes

1. Confirm the room reservation at Branford House.
2. Prepare your speech for the married couple.

10. Travel Itinerary Sample

A basic [travel itinerary](#) should always include flight information, passenger contact details, accommodation information, and a schedule of activities.

Travel Itinerary

Prepared for: Yolanda Martinez

Email: ymartinez@email.com

Purpose of Trip: Site visit for Miami branch

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	August 01, 2020	August 03, 2020
From	Houston, Texas	Miami, Florida
Departure Time	06:30 PM	03:00 PM
To	Miami, Florida	Houston, Texas
Arrival Time	9:00 PM	05:30 PM
Flight	MH 221	DL 213
Airline	Spirit Airlines	Spirit Airlines

Lodging

Location: Hilton Garden Inn Miami Brickell South

Address: 2500 Brickell Ave, Miami, FL 33129

Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
August 02, 2020	9:00 AM–11:00 PM	Hilton Garden Inn Miami Brickell South	Meeting with all the staff of Miami branch
August 02, 2020	1:00 PM–5:00 PM	Miami branch at 1800 Poplar Lane, Miami, FL 33165	Inspection of inventory and store arrangement

Notes

1. Call Hilton Garden Inn Miami Brickell South and book in advance.
2. Create an inventory inspection checklist.

11. 3D2N Itinerary Example

A popular vacation option is the 3-day and 2-night stay (3D2N). It's just enough time for a quick escape without hurting your wallet too much.



SUGGESTED ITINERARY

3 DAYS / 2 NIGHTS

Travelling to Tambocata National Reserve offers a rare opportunity to discover a lively biodiversity of birds, mammals, reptiles, insects and trees. Record-setting numbers of animal species are concentrated within small areas, and the variety of plant life is greater than almost anywhere in the world. To help you experience the wonder of this magic place, we have prepared a suggested itinerary for your stay at Inkaterra Reserva Amazonica.



ITINERARY IN BRIEF

WELCOME to Puerto Maldonado / Transfer to the boarding airport / After 45 minutes by boat, arrive at Inkaterra Reserva Amazonica / Enjoy the Trail System: observation and the Twilight River excursion or the nature presentation at the Eco Center / Dinner at the main dining room / Overnight / Breakfast starting at 8 a.m. until 10 a.m. / Enjoy the excursion to Lake Sandoval and Inkaterra Canopy Walkway and Amazonia Walk / Dinner / Overnight / Breakfast / Visit the Butterfly House / Fly to Lima or Cusco

www.inkaterra.com | 8

12. Conference Itinerary Example

Large-scale conferences require intense planning and preparation. The sample below is a two-day conference lined up with various activities and presentations.



Conference Itinerary

December 8th - December 10th, Waldorf Astoria Hotel

**Time and Speakers are tentative and subject to change*

Sunday, December 8th

BUSINESS CASUAL ATTIRE

**We will leave the hotel directly after the first session, so please come prepared for the day*

- | | |
|---------------|--|
| 06:30 – 07:45 | Breakfast, lobby |
| 08:00 – 08:40 | Welcome & Introductions, Yehudah Conference Room, Floor -2
Josh Reinstein (Israel Allies Foundation), Becky Brimmer (Bridges for Peace), and
Jurgen Buehler (ICEJ) |

08:45	Meet in lobby - Depart for for a full day tour
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09:00 - Depart from hotel

- | | |
|---------------|---|
| 10:00 – 11:00 | The Balcony of the state - Peduel - with Coffee and cake |
| 11:30 – 13:00 | Barkan Industrial Park - Factory visit and signing of Declaration
Ministry of Strategic Affairs Gilad Erdan
Yossi Dagan, Shomron Regional Council |
| 13:30 – 15:00 | Lunch, Kabir Winery
Leah and Simcha Goldin , parents of slain and missing soldier Hadar Goldin |
| 15:30 – 17:30 | Shilo |
| 17:30 – 18:30 | Shomron Presentation |
| 19:15 | Dinner at Psagot Winery
Pastor Larry Huch, Senior Pastor of DFW New Beginnings
Holocaust Survivors |

11/27/2018 12:11 PM

13. Cruise Ship Itinerary Example

Going on a cruise is a fun vacation option. The example below offers detailed Caribbean tours for the well-known cruise line, Royal Caribbean.



Harmony of the Seas® 2022 Caribbean Adventures

Nobody does the tropics like Royal Caribbean®—and our 2022-2023 Caribbean adventures bring all the island vibes, with three Oasis Class ships to choose from, plus fleet favorites like Liberty®, Mariner® and Explorer of the Seas®. Set sail for sun-soaked getaways from

ITINERARY	SAIL DATE	PORT OF CALL
7-Night Western Caribbean & Perfect Day	May 1, 2022 June 19, 2022 July 3, 2022 August 14, 2022 September 4, 25, 2022 October 16, 2022	Orlando (Port Canaveral), Florida • Perfect Day at CocoCay • Nassau, Bahamas • Cruising • Falmouth, Jamaica • Labadee, Haiti • Cruising • Orlando (Port Canaveral), Florida
7-Night Eastern Caribbean & Perfect Day	May 8, 2022 June 5, 26, 2022 August 29, 2022 September 18, 2022 October 2, 9, 2022	Orlando (Port Canaveral), Florida • Perfect Day at CocoCay • Cruising • Charlotte Amalie, St. Thomas • Philipsburg, St. Maarten • Cruising (2-Nights) • Orlando (Port Canaveral), Florida
7-Night Eastern Caribbean & Perfect Day	May 15, 29, 2022 July 10, 2022 August 7, 21, 2022 October 30, 2022	Orlando (Port Canaveral), Florida • Perfect Day at CocoCay • Cruising • Charlotte Amalie, St. Thomas • Basseterre, St. Kitts & Nevis • Cruising (2-Nights) • Orlando (Port Canaveral), Florida

14. Day Tour Itinerary Example

Even simple day tours need to be prepared for. The example below is a one-day trip that starts early in the morning and ends in the afternoon.



One Day Trip Itinerary

The following itineraries represent trip start times and approximate completion times. Arrival times back in camp can vary depending on river conditions.

ONE-DAY TRIP

7:00 am start:

- 7:00 am Arrive in camp.
- 7:30 am A hot breakfast (eggs, sausages, pancakes, and coffee) is served.
- 8:00 am Orientation and safety talk under the canopy at Twin Pines Camp.
- 9:00 am Leave camp and take the bus ride up-river. All your belongings can be left in your car until we arrive back in camp.
- 10:00 am Arrive at Garnet Dyke put-in; group divides into crews and then we hit the rapids!
- 1:00 pm Arrive back in camp and enjoy a BBQ lunch (burgers and chips).
- 2:00 pm Get your free t-shirts, say good-byes, end of trip.

ONE-DAY TRIP

10:00 am start:

- 10:00 am Arrive in camp.
- 10:30 am Orientation and safety talk under the canopy at Twin Pines Camp.
- 11:00 am A hearty lunch (chicken fajitas, chips and salsa) is served.
- 12:00 pm Leave camp and take the bus ride up-river. All your belongings can be left in your car until we arrive back in camp.
- 1:00 pm Arrive at Garnet Dyke put-in; group divides into crews and then we hit the rapids!
- 4:00 pm Arrive back in camp. Time to relax and enjoy happy hour, volleyball, horseshoes, etc.
- 5:30 pm Special viewing of photos and videos of the day's action.
- 6:30 pm Dinner (tri tip and BBQ chicken) is served.
- 8:00 pm Dessert! (ice cream sundaes).

15. Holy Land Itinerary Example

A popular destination for Christians and non-Christians alike is the Holy Land. Millions of tourists flock to this pilgrimage site for leisure and religious purposes.

HOLY LAND NOUR TOUR ITINERARY

December 27, 2021 to January 6, 2022

Day 1, Dec. 27 — Minneapolis — Israel: We have to be at the airport three (3) hours prior to departure on our journey to the Promised Land. Dinner and breakfast are served in-flight.

Day 2, Dec. 28 — Tel Aviv, Israel: Upon our arrival, we are met by our guide and driver. After getting our luggage we will head out to our hotel in Bethlehem.

Day 3, Dec. 29 — JERUSALEM: After breakfast our journey begins in the most important city in the whole world—Jerusalem (city of peace). This exciting day begins with a drive to Mt. Scopus and the Mt. of Olives (*Matthew 24:3*) for a panoramic view of the Old City of Jerusalem, visiting the Church of Pater Noster (Lord's Prayer), and the Dominus Flevit. Walk along Hosanna Road to Gethsemane to see the Church of All Nations that stands on the Rock of Agony where Jesus was betrayed by Judas (*Matthew 26:36-37*). See the Pillar of Absalom, the Eastern (Golden) Gate and the Pinnacle of the Temple. We then drive to Mt. Zion where we visit the Church of St. Peter in Gallicantu (Peter's triple denials) on the site of Caiaphas' House, the Room of the Last Supper (*Luke 22:14-20*) and the Tomb of King David. Return to our hotel for overnight in Bethlehem.

Day 4, Dec. 30 — Bethlehem-NATIVITY CHURCH: After a delicious breakfast, will visit the Shepherds' Fields (*Luke 2:1-20*) overlook the Field of Boaz and Ruth (*Ruth 1:16-17 & 4:13*). Visit the Church of the Nativity, the birthplace of Jesus. Will have an opportunity to shop at my friend's shop George (a highlight to many who have come with me in the past). The Shrine of the Book Museum, that houses the Dead Sea Scrolls, and the Model City of Jerusalem which depicts in miniature the Holy City as it appeared in the first century. Visit Ein Karem the birthplace of John the Baptizer. Then on to the 9-11 Memorial, after a long day we will stop by a good restaurant for dinner then return to our hotel in Bethlehem.

Day 5, Dec. 31 — JERUSALEM: We continue to the Western (Wailing) Wall where the faithful Jews cry their petitions to God, continue to the Temple Area of Mt. Moriah. View the El Aksa Mosque and the Dome of the Rock, which is built on the ancient site of Solomon's Temple (*Genesis 22:9-14*) and over the Rock of Sacrifice where Abraham was to offer Isaac (*Genesis 22*) and the ceremonial sacrifice of animals took place. After this, we walk along the Via Dolorosa (the Road of Agony), to Pilate's Judgment Hall, the Chapel of the Flagellation, the Ecce Homo Arch (*John 19:13*) where Jesus was tried before Pilate (*Mark 15:6*). Then, we continue through the Old City bazaars to the Church of the Holy Sepulcher. Visit the Garden Tomb and Golgotha - Place of the Skull - Return to our hotel for overnight. (For this special night we are going to have a special party with special Dinner to celebrate New Year's Eve)

Day 6, Jan. 01 — QUMRAN – MASADA: after a hearty breakfast we start our trek and Drive along the Dead Sea - the lowest point on earth, to Qumran where the Dead Sea Scrolls were discovered. Visit the remains of the Community Center of the Essenes and the Caves of the Scrolls, and the Jordan Valley. Ascend to Masada by cable car to visit the magnificent ruins of the fortress where, from 70-73 A.D., the Jewish defenders made the last stand of the Judean Revolt against Rome and where the remains of storehouses, cisterns and a sixth century Byzantine church are still on view. We will take time to swim in the Dead Sea. If time permits, we will visit Bethany, the home of Mary, Martha and Lazarus's tomb (*John 11:1-46*)

Return back to Bethlehem for overnight.

16. Vacation Itinerary Sample

Planning a vacation can be fun. But don't get too excited that you neglect to prepare adequately. Use this [vacation template](#) below to plan your foolproof itinerary.

Vacation Itinerary Planner

Prepared for: Eleanor Home

Email: cleancn@gmail.com

Purpose of Trip: 2-Day Trip to Paris, France

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	November 16, 2025	November 18, 2025
From	Los Angeles, California	Paris, France
Departure Time	02:00 AM	08:00 PM
To	Paris, France	Los Angeles, California
Arrival Time	12:00 PM	06:00 AM
Flight	EF-123	GH-098
Airline	Air France	Air France

Lodging

Location: La Merie Paris

Address: 44 Place Charles de Gaulle

Phone: 123 452 6574

Activities

DATE	TIME	LOCATION	ACTIVITY
November 16, 2025	8 AM - 10 PM	Montmarle, Butte Aux Cailles, and Le Marais	Street Art Tour
November 17, 2025	8 AM - 4 PM	Rue des Pyramides	French Wine Tour

Notes

1. Rent a car for the entire 2-day vacation.
2. Bring a physical or digital map.

17. Holiday Itinerary Sample

Excited for the holidays? It's a busy time and it's important to plan ahead to avoid any unnecessary inconveniences. The [holiday template](#) below is the perfect itinerary guide.

Holiday Itinerary

Prepared for: Martina Jackman
Email: martina@zmail.com
Purpose of Trip: 5-day Fantasy Festival Trip at Las Vegas, Nevada

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	August 10, 2030	August 13, 2030
From	St. Cloud, Minneapolis	Las Vegas, Nevada
Departure Time	06:45 AM	10:20 PM
To	Las Vegas, Nevada	St. Cloud, Minneapolis
Arrival Time	07:50 AM	11:30 PM
Flight	AB1099	NV10178
Airline	South Delta	American Airlines

Lodging

Location: City Square Apartelle
Address: 23 St. Louis, Las Vegas, NV 19911
Phone: 200 177 6111

Activities

DATE	TIME	LOCATION	ACTIVITY
August 11, 2030	10 AM - 4 PM	Reno Arts Hall	Attend the Festival Art Show
August 12, 2030	7 PM - 10 PM	Gabbs' Town	Watch the parade of lights
August 13, 2030	8 AM - 2 PM	Eastgate Market	Shop for gifts

Notes

- 1. Register for the Annual Fantasy Festival Art Show.
- 2. Request the hotel management for airport pick-up during the arrival.

18. Wedding Planner Itinerary Sample

The job of a [wedding planner](#) can sometimes be a tough job. Without enough preparation, potential mishaps could happen. But with a solid program or itinerary, you can hopefully prevent any unnecessary problems.

Wedding Planner Itinerary

Prepared for: Rachel Dunn
Email: rachel@gmail.com
Purpose of Event : Client Wedding

Event Details

DETAILS	EVENT
Date	June 15, 2030
Location	Majestic Ballroom, Enchanted Hotel
Address	4056 Wildwood Street, Harlem Springs, OH 44631
Time	09:00 AM - 10:00 PM
Event Holder	Banshee Weddings

Activities

START	END	ACTIVITY
09:00 AM	11:00 AM	Hair & make up
11:00 AM	12:00 NN	Everyone gets dressed
12:00 NN	01:00 PM	Bride & groom pictorial
02:00 PM	04:30 PM	Wedding ceremony
06:00 PM	10:00 PM	Wedding program at reception

Notes

1. Update any changes real-time to ensure that the changes will not be overlooked.
2. Review and finalize the details of the wedding with the couple three days before the wedding day.

19. Meeting Itinerary Sample

Meetings can happen anywhere- boardrooms, coffeeshops, dining tables, etc. Some meetings may even require people to fly in from other places. The [meeting template](#) below is a sample itinerary you can use.

Meeting Itinerary

Prepared for: Jenny Delton
Email: jenny@gmail.com
Purpose of Trip: Business Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	May 11, 2029	May 13, 2029
From	Traverse City, Michigan	Houston, Texas
Departure Time	08:00 AM	06:00 PM
To	Houston, Texas	Traverse City, Michigan
Arrival Time	10:00 AM	8:00 PM
Flight	AB-765	CD-432
Airline	OTC Airways	OTC Airways

Lodging

Location: Houston Grand Hotel
Address: 15 Huckleberry Ave. Houston, Texas, 96987
Phone: 282 576 7987

Activities

DATE	TIME	LOCATION	ACTIVITY
May 11, 2029	1 PM - 5 PM	Houston Grand Hotel, Room 24B	Attend the 1st day of the business meeting
May 12, 2029	8 AM - 12 PM	Houston Grand Hotel, Room 24B	Attend the 2nd day of the business meeting

Notes

1. Request the Houston Grand Hotel to send a travel shuttle for pick up at the airport.
2. Prepare and organize the necessary files for the business meeting.

20. Birthday Itinerary Sample

A birthday is always a cause for celebration. Use this [birthday party](#) itinerary below to ensure you cover all aspects of your party preparations.

Birthday Party Itinerary

Prepared for: Nick Emerton
Email: nick@gmail.com
Purpose of Event : Birthday Celebration

Event Details

DETAILS	EVENT
Date	February 12, 2027
Location	Madison Hotel, Ballroom B
Address	12 Sunflower Ave. Madison, Wisconsin, 92564
Time	5:00 PM - 9:00 PM
Event Holder	543 Company

Activities

START	END	ACTIVITY
5:00 PM	5:30 PM	Opening Ceremony
5:30 PM	6:00 PM	Birthday Pictorials
6:00 PM	7:00 PM	Dinner
7:00 AM	9:50 AM	Dance Party
9:50 AM	9:00 PM	Closing Ceremony

Notes

1. Request the Madison Hotel to send a van to pick up the guests.
2. Remind the events planner to give the birthday souvenirs before dinner.

21. Graduation Itinerary Sample

Celebrate your graduate's success! Plan the perfect celebration with the [graduation template](#) below. Having an itinerary will help you manage preparations better.

Graduation Party Itinerary

Prepared for: Clarence Cambell

Email: clarence@gmail.com

Purpose of Event: Graduation celebration

Event Details

DETAILS	EVENT
Date	October 17, 2040
Location	Guertin Hotel, Ballroom C
Address	3009 Cessna Drive, Plymouth, IN 46563
Time	11:00 AM - 04:00 PM
Event Holder	Sevier Event Co.

Activities

START	END	ACTIVITY
11:00 AM	11:30 AM	Welcome Remarks
11:30 AM	01:00 PM	Lunch
01:00 PM	03:30 PM	Games and Dancing
03:00 PM	04:00 PM	Closing Remarks

Notes

1. Create a checklist for the event and submit a copy of the program to Bettie Cambell next week.
2. Recheck guest list tomorrow and send invitations next week.

22. Business Meeting Itinerary Sample

Business meetings are usually the primary reason for official travel or trips. Use the sample template below to customize your own business travel itinerary. It's available for download in MS Word and [MS Excel](#) formats.

Business Travel Itinerary Planner

Prepared for: James Hook
Email: james@hmail.com
Purpose of Trip: Board Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	April 20, 2025	April 23, 2025
From	Berkeley, California	New York, New York
Departure Time	11:00 AM	06:00 PM
To	New York, New York	Berkeley, California
Arrival Time	04:00 PM	11:00 PM
Flight	AF-093	GH-091
Airline	Nice Airways	Nice Airways

Lodging

Location: The Bachelor's Hotel
Address: 5840 Middle Road, Munnsville, New York, 13409
Phone: 456 856 1234

Activities

DATE	TIME	LOCATION	ACTIVITY
April 21, 2025	9 AM - 2 PM	The Bachelor's Hotel, Conference Room	Discuss previous performance reports

Notes

1. Request for a van pickup from the airport to the hotel.
2. Secure all necessary documents for the travel and the board meeting.

23. Supplier Meeting Itinerary Sample

Another reason for business travel could be supplier meetings and site inspections. Use the sample itinerary below and edit it conveniently in [Google Docs format](#).

Business Travel Itinerary

Prepared for: Gwendolyn Andrus

Email: gwendolyn@email.com

Purpose of Trip: Visiting suppliers

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	December 15, 2025	March 17, 2025
From	Atlanta, Georgia	Dallas, Texas
Departure Time	06:00 PM	06:00 AM
To	Dallas, Texas	Atlanta, Georgia
Arrival Time	08:30 PM	08:30 PM
Flight	LE 611	EA 206
Airline	American Airlines	American Airlines

Lodging

Location: Omni Dallas Hotel

Address: 555 S Lamar St, Dallas, TX 75202

Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
December 16, 2025	9:00 AM– 11:00 AM	Plano Tower	Business meeting with suppliers and contract signing
December 16, 2025	3:00 PM–5:00 PM	Carillon Towers	Business meeting with suppliers and contract signing

Notes

1. Send a travel budget to the accounting department for approval.
2. Record the actual expenses incurred during the business travel.

24. One-day Itinerary Sample

Even a one-day event requires adequate planning and preparation. Use the orientation [day plan](#) sample below and customize it to your liking.

One Day Event Itinerary

Prepared for: Miranda Conway

Email: miranda@gmail.com

Purpose of Event : New Student Orientation Program Event

Event Details

DETAILS	EVENT
Date	August 15, 2028
Location	Ransom Hall Theater
Address	297B Illinois Dr. Flushing, NY 11354
Time	08:00 AM - 12:00 PM
Event Holder	Cornell University

Activities

START	END	ACTIVITY
08:00 AM	08:30 AM	Orientation Sign In
08:30 AM	09:30 AM	Opening Ceremony and Welcome Address
09:30 AM	11:00 AM	Orientation Program
11:00 AM	11:30 AM	Lunch Break
11:30 AM	12:00 PM	Closing Ceremony

Notes

1. Request the students to wear student ID all the time.
2. Foods and Drinks are not allowed inside the theater.

25. Board Meeting Itinerary Sample

Sometimes, board or shareholder meetings can be held off-site. In this case, executives need to book a flight to attend the meeting. Use the sample template below and easily download it in MS [Word format](#).

Business Travel Itinerary

Prepared for: John Taylor

Email: john@zmail.com

Purpose of Trip: Board and Shareholder Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	June 1, 2030	June 4, 2030
From	Austin, Texas	Sun Valley, Idaho
Departure Time	08:00 AM	07:00 PM
To	Sun Valley, Idaho	Austin, Texas
Arrival Time	11:10 AM	09:20 PM
Flight	BA1628A	AZ1029
Airline	Southern Pacific	US Delta

Lodging

Location: Grandeur Idaho Hotel

Address: 123 West Magic, Sun Valley, Idaho 12118

Phone: 009 155 6161

Activities

DATE	TIME	LOCATION	ACTIVITY
June 2, 2030	9 AM - 12 PM	Edmonton Conference Hall	Attend meeting with Boards
June 3, 2030	1 PM - 3 PM	Edmonton Conference Hall	Attend a meeting with investors
June 4, 2030	1 PM - 3 PM	Creative 88 Main Office	Presentation of terms and conditions

Notes

1. Print out a copy of proposals and documents necessary for the meeting.
2. Secure video presentations.

26. Inauguration Itinerary Example

Normally, elected officials have to be formally inaugurated before they assume office. The example below is a detailed itinerary of a presidential inauguration.

Citizenship Washington Focus: <i>Presidential Inauguration 2021</i> <i>Tentative</i> Schedule of Events			
	Activity	Dress	Location
Sunday, January 17th			
3:00-5:00 p.m.	Check-In and Registration	SC	Ohio Room
5:00-6:30 p.m.	Dinner	SC	Clover Café
6:30-7:30 p.m.	Welcome and Keynote	BC	Aiton Auditorium
7:30-8:30 p.m.	The Government's Role	BC	Workshop Room
8:30-9:30 p.m.	Pin Trade Social and Voter Registration	BC	Ohio Room & Rec Room
9:30-10:00 p.m.	Delegation Huddles	BC	Delegation Room
11:00 p.m.	Curfew-In Your Own Room		
Monday, January 18th			
7:00-7:45 a.m.	Breakfast		Clover Café
7:45 a.m.-1:00 p.m.	Memorials Pt. 1 (FDR, MLK, Pentagon, Air Force)	SC	Our & About
1:00-2:00 p.m.	Lunch	SC	Clover Café
2:00-3:00 p.m.	The Media's Role	BC	Workshop Room
3:00-4:00 p.m.	Primary & Convention	BC	Party Room
4:00-5:00 p.m.	Career Fair	BC	Aiton Auditorium
5:00-5:30 p.m.	Free Time	SC	
5:30-6:30 p.m.	Dinner	SC	Clover Café
6:30-10:30 p.m.	Nightview of Washington, D.C. (White House, Jefferson, Lincoln, Vietnam, Korean, WWII)	CWG	Our & About
	Delegation Huddles	SC	On the Bus
11:00 p.m.	Curfew-In Your Own Room		
Tuesday, January 19th			
7:00-8:00 a.m.	Breakfast		Clover Café
8:00-9:00 a.m.	Speaker	BC	Aiton Auditorium
9:00-10:30 a.m.	Your Role	BC	Workshop Room
10:30 a.m.-12:00 p.m.	Service Project	SCWF	TBD
12:00-1:00 p.m.	Lunch	SC	Clover Café
1:00-6:00 p.m.	Smithsonian Museums	SC	Our & About
6:00-7:00 p.m.	Dinner	SC	Clover Café
7:30-8:30 p.m.	Town Hall Meeting and Final Thoughts	SC	Aiton Auditorium
8:30-10:30 p.m.	Polls are Open!		
8:30-9:30 p.m.	The President's Role	SC	Workshop Room
9:30-10:00 p.m.	Inauguration Day	SC	Delegation Room
	Celebration/Delegation Huddle		

27. Italy Tour Itinerary Sample


Fancy a taste of Italy? Many travel packages have curated tours of Italy. The example below kicks off its tour in the historic city of Rome.

Itinerary for Taste of Italy Tour • Expat Explore

Start Point:
BV Oly Hotel,
Via del Santuario Regina degli Apostoli, 36,
00145 Roma RM, Italy
10:00 hrs

End Point:
BV Oly Hotel,
Via del Santuario Regina degli Apostoli, 36,
00145 Roma RM, Italy
10:00 hrs

DAY 1: Start of tour in Rome



Welcome to Rome, and one of our most popular Italy tours! The first day of the tour is an arrival day: meet up with your tour guide at our accommodation in the afternoon and prepare for the tour of a lifetime! If you arrive early, head into the city and see some of the sites that make Rome famous the world over. An ancient city that has seen the rise and fall of entire empires, there is no shortage of historical real estate to feast your eyes on. Not to mention designer shopping and brilliant food. Tonight, you'll meet the rest of the tour group at our included welcome dinner.

Experiences
.....

Your tour begins! Tonight you will enjoy a welcome dinner where you can get to know your tour leader and the rest of your group.

28. Museum Itinerary Example

A museum is a great place to learn and explore. The sample museum itinerary below is specially curated for an organization's visit.



Sample Site Visit Agenda

Below is a generic version of an agenda. The museum and reviewer should work together to hone the objectives of the site visit and to develop a comprehensive agenda that is geared toward the needs of the organization. Key staff/volunteers/governing authority/advisory committee members/community members should be included to give the reviewer a complete view of the organization. Depending on the size of the organization, the type of assessment, and the number of objectives listed, the schedule and number of days will vary.

Day 1

- 9:00 a.m. - Initial interview with museum director
- 10:00 a.m. - Introductory meeting with all staff and governing authority
- 11:00 a.m. - Tour of Museum facilities, including exhibits and collection areas
- 12:30 p.m. - Lunch with staff *
- 2:00 p.m. - Meeting with staff member
- 3:00 p.m. - Meeting with staff member or volunteer
- 4:30 p.m. - Attend board/governing authority meeting
- 6:00 p.m. - Reception with governing authority*

Day 2

- 9:00 a.m. - Meeting with governing authority or advisory committee member(s)
- 11:00 a.m. - Meeting with community member(s) and/or other stakeholder(s)
- 12:30 p.m. - Lunch
- 2:30 p.m. - Tour of surrounding area and similar sites
- 5:00 p.m. - Exit interview with museum director

*Some reviewers enjoy having meals with staff/governing authority members, while some prefer to have quiet time to begin working on their report. Please talk to your peer reviewer before scheduling any evening events.

Tips for site visit planning success:

- Include an hour buffer in each day for meetings that go over their scheduled time
- Consider including a meeting with all senior management together, if applicable

29. Program Itinerary Example

This itinerary example below outlines the various activities lined up for an executive program held in Israel.



This sample itinerary is based on presentations and visits from previous InnovNation programs. Itineraries are put together once the group has been confirmed so that we can take into account the interests and backgrounds of participants as well as the availability of speakers and organizations.

Saturday - Arrivals
Opening session (Depending on time of arrival)

Sunday - Israel - The Start-Up Nation
Visit to the Investment Promotion Center of the Israeli Ministry of Economy
Presentation about the Iron Dome by Rafael Advanced Defense Systems
Presentation by Dr. Eitan Elinav, Ambassador of Singularity University in Israel
Presentation JNEXT initiative by the Jerusalem Development Authority (JDA)
Visit to Mobilyze - Road accident avoidance technology company. Raised \$1 Billion in 2014 a record IPO for an Israeli company.
Night Spectacular - Tower of David light show

Monday - Tel Aviv Global City – Start-Up Walking Tour
Walking tour in Tel Aviv
Presentation by Economic Development at Tel Aviv Global City Administration
Visit to Tel Aviv Stock Exchange (TASE)
Genome Compiler advanced genetic design software company
Visit to Wibbitz is a text-to-video technology start-up
Visit to Aleph \$150MM venture capital fund focused on Israeli entrepreneurs building meaningful global businesses
Visit to BIGuard - a personal finance security company recognized by Online Banking Report as one of the top online banking innovations of all time
Visit to Wis - Israeli website builder platform; IPO value of \$760 million at Nasdaq (2013)

30. Volunteer Itinerary Example

A lot of people find fulfillment and meaning in volunteerism. The example below is an itinerary of an orphanage volunteer trip to China.

2018 Orphanage Volunteer Trip to China June 22, 2018 – July 1, 2018

Who Should Make This Journey?

This program is ideal for families with adopted Chinese children ages 10 and up. Adopting your child was a long and complicated process, filled with many nameless and faceless players. But the people you will meet on this trip will no longer merely be anonymous orphanage representatives who care for your child and finished the paperwork all those years ago. They will become your friends. This trip will strengthen respect for foster moms, nannies and orphanage staff members, and you'll be proud of their dedication, commitment and love for our children.

Highlights:

- Work alongside orphanage caregivers.
- Enjoy a specially arranged trip to Hunan County, known as "Land of Chinese Modern Folk Arts."
- Art lesson with one of China's best folk artists.
- Specifically selected authentic and traditional meals representing each region's typical menu.
- Early morning walking through local parks and tai-chi practice.
- Take a Chinese yo-yo or jump rope break right in the Forbidden City.
- Experienced, English-speaking adoption guides have traveled with hundreds of adoptive families.
- Explore the old neighborhood of Beijing, chat with locals and experience real Chinese families.
- Climb the Great Wall at the best section for both children and adults.

Tour Cost:

- \$1,699 per adult, double occupancy
- \$1,399 per child (under 12)
- Single supplement: \$820

Additional cost:

You can add a side trip to your child's orphanage(s) after the main tour. The additional cost per orphanage tour will be \$900-\$1250 per adult and \$600-\$950 per child under 12 for a 3-4 days orphanage tour. The additional tour cost includes the orphanage visitation fee required by the local provincial government. Please email to Ming at adoptionchina@gmail.com for orphanage visit quote.

What's included:

- Air/Land transportation within China
- Escorted by English-speaking professional tour leader/guides
- 4 star hotel or local accommodations, hotel and dining taxes
- Meals according to itinerary
- Admissions, sightseeing and cultural events as noted on itinerary
- Visit to a local family
- Baggage handling for one piece of luggage per person
- Airport and hotel transfers

31. Road Trip Itinerary Sample

The open road and time to spare- is there a better way to spend a long weekend? The sample road trip itinerary below is available for download in multiple formats including [Apple Pages](#).

Road Trip Itinerary

Prepared for: Karen Green
Email: karen@zmail.com
Purpose of Trip: 2-Day Trip at Bedminster, New Jersey

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	May 12, 2040	May 15, 2040
From	Santa Clara, California	Bedminster, New Jersey
Departure Time	02:00 AM	03:00 AM
To	Bedminster, New Jersey	Santa Clara, California
Arrival Time	04:00 AM	05:00 AM
Flight	MN 265	AB 311
Airline	Renault Airlines	Renault Airlines

Lodging

Location: La Roux Resort
Address: 1965 Williams Mine Road, Bedminster, NJ 07921
Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
May 13, 2040	9 AM - 12 PM	Midbow Town Square	Heritage tour of Bedminster, New Jersey
May 14, 2040	2 AM - 5 PM	Torres Fresh Farmland	Farmland tour at Bedminster, New Jersey

Notes

- 1. Hire a van to pick-up Ms. Green at the airport.
- 2. Inform the tour guide about Ms. Green's seafood allergy.

32. Bachelorette Party Itinerary Sample

Celebrate your last day of singlehood with an unforgettable [bachelorette party](#)! Use the sample template below and get started on your own fun itinerary!

Bachelorette Party Itinerary

Prepared for: Christine Holder

Email: christine@zmail.com

Purpose of Event: Celebrate the sentimental feeling of being single before marriage

Event Details

DETAILS	EVENT
Date	February 09, 2040
Location	Troxel Inn, Ballroom B
Address	1798 Archwood Ave., Laramie, WY 82070
Time	04:00 PM - 12:00 MN
Event Holder	Sunday Planners Co.

Activities

START	END	ACTIVITY
04:00 PM	05:30 PM	Hotel check-in
05:30 PM	08:00 PM	Relax by the Pool
08:00 PM	09:00 PM	Dinner
09:00 PM	12:00 MN	Drinks and Dancing

Notes

1. Rent a pick-up van for the group's transportation.
2. Send invitations at least a month before the party.

33. Corporate Itinerary Sample

Companies hold multiple corporate events throughout the year. Use the sample template below and create your own personalized [corporate program](#)!

Corporate Event Travel Itinerary

Prepared for: Mike Ding

Email: mike@gmail.com

Purpose of Event : Company Year-End Party

Event Details

DETAILS	EVENT
Date	December 15, 2030
Location	Grand Ballroom, Enchanted Hotel
Address	4056 Wildwood Street, Harlem Springs, OH 44631
Time	06:00 PM - 09:00 PM
Event Holder	Supersonic Events

Activities

START	END	ACTIVITY
05:00 PM	06:00 PM	Registration
06:00 PM	06:15 PM	Official Program Opening
06:15 PM	06:45 PM	Speech from the CEO
06:45 AM	07:00 PM	Guest Presentation
07:00 PM	9:00 PM	Program Proper

Notes

1. Finalize the program timeline a week before the scheduled date.
2. Make sure that the budget for the program is properly documented and must be in detail.

34. Bridal Shower Itinerary Sample

Similar to a bachelorette party, a [bridal shower](#) is equally fun. The sample itinerary below will help you plan the best party for the bride-to-be!

Bridal Party Itinerary

Prepared for: Clarissa Hanks

Email: clarissa@kmail.com

Purpose of Event: To assist and make the bride comfortable before the wedding ceremony.

Event Details

DETAILS	EVENT
Date	February 10, 2022
Location	Queen Elizabeth Hotel, Amethyst Ballroom
Address	813 Harvard St. Deer Park, Texas, 77536
Time	08:00 AM - 12:00 PM
Event Holder	Imelda French

Activities

START	END	ACTIVITY
08:00 AM	10:00 AM	Hair and makeup
10:00 AM	11:00 AM	Picture-taking
11:00 AM	12:00 PM	Meeting and lineup for the bridal send-off

Notes

1. The makeup artists and other people involved with the bridal party will be at the venue as early as 6:00 AM.
2. The brides and the bridesmaids should be at the venue an hour before the bridal party starts.

35. Professional Itinerary Sample

This [professional business](#) itinerary below contains important details for an official project site visit. The flight and lodging details are specified accordingly.

Professional Business Travel Itinerary

Prepared for: Tomas Singh
Email: tomas@zmail.com
Purpose of Trip: To visit project site for evaluation

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	December 20, 2050	December 23, 2050
From	New York City, New York	Boston Massachusetts
Departure Time	06:00 AM	08:00 PM
To	Boston Massachusetts	New York City, New York
Arrival Time	7:30 AM	10:30 PM
Flight	RT-832	QT-289
Airline	Alpha Airline	Alpha Airline

Lodging

Location: The Boston Hotel
Address: 21 North St, Boston, MA 02109
Phone: +1 324-129-0308

Activities

DATE	TIME	LOCATION	ACTIVITY
December 21, 2050	1 PM - 5 PM	891 Lynn Street, Boston, Massachusetts 02115	Check the 1st project site

36. Field Trip Itinerary Sample

Some lessons can only be learned outside the classroom. Field trips and excursions can serve an [educational purpose](#). It helps expose students to other avenues of learning.

Educational Field Trip Itinerary

Prepared for: May Hoppins

Email: may@zmail.com

Purpose of Trip: 1-Day Trip at Museum of Science in Boston

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	August 2, 2050	August 2, 2050
From	New York City, New York	Boston, Massachusetts
Departure Time	05:00 AM	05:00 PM
To	Boston, Massachusetts	New York City, New York
Arrival Time	06:00 AM	06:00 PM
Flight	LM-234	OP-678
Airline	KMG Airlines	KMG Airlines

Lodging

Location: Royal Sonesta Boston Hotel

Address: 40 Edwin H Land Blvd, Cambridge, Massachusetts, 02142

Phone: 333 777 1111

Activities

DATE	TIME	LOCATION	ACTIVITY
August 2, 2050	8 AM - 1 PM	Museum of Science	Visit Planetarium
August 2, 2050	1 PM - 2 PM	Royal Sonesta Restaurant	Lunch
August 2, 2050	2 PM - 5 PM	Museum of Science	Visit Butterfly Garden

Notes

1. Inform the parents about the schedule for pick up at the airport.
2. Submit a one-page reflection paper to the tour advisor after the trip.

37. Beach Wedding Itinerary Sample

Destination weddings are popular among couples. And for sea-loving couples, a wedding ceremony plus a [beach party](#) is the ultimate dream. Use the beach wedding itinerary below and start planning!

Beach Wedding Itinerary

Prepared for: Chloe Maxim
Email: chloe@gmail.com
Purpose of Event : Marriage celebration

Event Details

DETAILS	EVENT
Date	June 28, 2023
Location	Saint Paul Hotel, Ballroom A
Address	13 Vista Ave. Saint Paul, Minnesota, 95112
Time	10:30 AM - 2:00 PM
Event Holder	CMT Events and Company

Activities

START	END	ACTIVITY
10:30 AM	10:40 PM	Opening Ceremony
10:40 PM	11:30 PM	Wedding Ceremonies and Pictorials
11:30 PM	12:30 PM	Lunch Break
12:30 PM	2:30 PM	Wedding Dance and Games
2:30 PM	3:00 PM	Closing Ceremony

Notes

1. Request the Saint Paul Hotel to send a service shuttle for wedding guests who just arrived from the airport.
2. Remind the wedding events planner to give the wedding souvenirs and pictures during lunch.

38. Business Conference Itinerary Sample

One avenue for business development is attending conferences not just to sharpen business acumen, but to expand professional networks as well. The template below is available for download using [Google Sheets](#). Plan your conference itinerary now!

Business Executive Travel Itinerary

Prepared for: Reyland Smith

Email: reyland@zmail.com

Purpose of Trip: Marketing and Business Strategy Conference 2050

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	April 2, 2050	April 2, 2050
From	Manhattan, New York	Madison, New Jersey
Departure Time	06:00 AM	06:00 PM
To	Madison, New Jersey	Manhattan, New York
Arrival Time	06:40 AM	07:00 PM
Flight	FG 890	LM 567
Airline	AAC Airways	AAC Airways

Lodging

Location: Hilton East

Address: 3 Tower Center Blvd, East Brunswick, New Jersey, 08816

Phone: 555 333 6666

Activities

DATE	TIME	LOCATION	ACTIVITY
April 2, 2050	8 AM - 12 PM	Hilton East	Attend the Marketing Conference
April 2, 2050	12 PM - 5 PM	Hilton East	Attend the Business Strategy Conference

Notes

1. Inform the head of the program organizing committee of your arrival for you to secure the reserved seats.
2. Request a copy of all the relevant documents and infographics provided during the conference.

39. Christmas Party Itinerary Sample

'Tis the season for partying and merrymaking! Use this editable [Christmas party itinerary](#) below to plan your next holiday get-together!

AAC's Christmas Party Itinerary

Prepared for: Michelle Stevenson

Email: michelle@zmail.com

Purpose of Event: celebrate AAC Company's Christmas Party

Event Details

DETAILS	EVENT
Date	December 20, 2050
Location	Silver Oak Mystic Ballroom Hall
Address	90 Welles Rd, Mystic, CT, 06355
Time	05:00 PM - 08:00 PM
Event Holder	AAC Company

Activities

START	END	ACTIVITY
05:00 PM	06:00 PM	Christmas Raffle
06:00 PM	07:00 PM	Dinner
07:00 PM	08:00 PM	CEO's Message

Notes

1. Inform the HR Department if you wish to avail of the hotel accommodation discounts.
2. Inform the party organizers if you want to bring a family member.

40. Monthly Meeting Itinerary Sample

Most companies and organizations hold regular [monthly meetings](#). A clear itinerary is needed in order to maximize the meeting minutes. Use the sample template below to draft your own meeting itinerary.

Monthly Business Meeting Itinerary

Prepared for: Alexon Davis

Email: alexon@zmail.com

Purpose of Trip: Monthly Business Meeting

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	September 5, 2090	September 5, 2090
From	Auburn, Michigan	Stony Brook, New York
Departure Time	08:00 AM	06:00 PM
To	Stony Brook, New York	New York City, New York
Arrival Time	09:30 AM	08:00 PM
Flight	CD-345	JK-234
Airline	OHANA Airlines	OHANA Airlines

Lodging

Location: Holiday Inn Express

Address: 3131 Nesconset Hwy, Centereach, NY, 11720

Phone: 444 333 2222

Activities


DATE	TIME	LOCATION	ACTIVITY
September 5, 2090	10 AM - 12 PM	Holiday Inn Express	Presentation of Monthly Progress Report
September 5, 2090	1 PM - 5 PM	Holiday Inn Express	Review of business proposals

Notes

1. Inform the meeting organizers about your preferred room location.
2. Prepare the business proposals and contracts for review and discussion.

41. Sports Trip Itinerary Example

The example below is a club's scheduled sports trip. It's important to always include essential information in an itinerary including departure and arrival dates, emergency contact persons, and the complete list of participants.



Club Sports Trip Itinerary & Travel Roster
Along with an accurate Travel Roster, this form must be submitted prior to all Club travel (any event not held on NC State's campus) in order to qualify for trip related reimbursements (e.g. entry fees, lodging, etc.)

Participation Memo

☐ Yes ☐ No

Club

Date

Event Type

Destination

Departure date from NC State

Departure time from NC State

Return date to NC State

Return time to NC State

Travel contact person (required, preferably a Club Officer)

Name

Position

Cell Phone

Type of transportation (check all that apply)

☐ Rental Van ☐ Private Van ☐ Private Car ☐ Other

Club emergency contact person (required, individual not traveling with the Club)

Name

Relation to Club

Phone

Address

Coach/Faculty/Advisor traveling with Club (if applicable)

Name

Phone

Travel Roster

Include all members traveling with the Club. If there are changes after submission, please update the Competitive Sports Office.

42. University Tour Itinerary Example

Many college campuses host open houses and other academic events for incoming students. The example below contains a detailed schedule of a university program review.



ACADEMIC PROGRAM REVIEW Sample Itinerary

Day 1

External Evaluators travel to Wayne State University. Evaluators will meet to discuss and organize for the site visit. No meetings will be scheduled.

Day 2

- | | |
|------------|---|
| 7:45 a.m. | Evaluators meet with administrators |
| 8:30 a.m. | Evaluators meet with Chair/Program Director |
| 9:30 a.m. | Evaluators meet with Dean |
| 10:30 a.m. | Break |
| 10:45 a.m. | Evaluators tour facilities and/or campus |
| NOON | Luncheon with evaluators and guests external to the University. Examples include corporate colleagues, community leaders, donors, and alumni. |
| 1:30 p.m. | External Evaluators meet with faculty |
| 1:30 p.m. | Review Advisory Panel meets with students |
| 3:00 p.m. | Break |
| 3:15 p.m. | External Evaluators meet with students |
| 3:15 p.m. | Review Advisory Panel meets with faculty |
| 5:30 p.m. | Dinner for External Evaluators and Review Advisory Panel |

Day 3

External Evaluators only

43. Wine Tasting Itinerary Example

Are you looking for a different kind of adventure? Take a wine class or book a wine tasting tour. This wine tasting itinerary takes guests on a tour of different wineries.

A Day in Wine Country





Sample Itinerary for Group Tours

Enjoy a day of sipping your way through the Hermann Area wineries. Choose up to four (4) wineries to visit and taste some of Missouri's finest wine. There will also be time for lunch and to explore and purchase the unique shops in the Historic District of Downtown Hermann. Wrap up the evening with a group dinner accompanied by authentic German live music.

Time	Location	Description
9:00 AM	Arrive in Hermann & Pick up Skip-On Guide	Schedule your Skip-On Guide Service to ensure a seamless experience in Hermann. Your guide will help keep you on schedule, communicate with the service providers, point out areas of interest, and answer any questions your guests may have.
10:00 AM	Winery #1	
11:30 AM	Group Lunch <i>(Group Menu provided upon request)</i>	Choose from one of the many restaurants that offer group lunches. Food options range from German Style Deli to Home-style Buffet to Pies & Pasts to Fine Dining.
	Skip Historic Downtown Hermann	Many unique shops and businesses within a walkable area.
1:00 PM	Winery #2	
2:30 PM	Winery #3	
4:00 PM	Winery #4	
5:30 PM	Group Dinner with Live Music <i>(Group Menu provided upon request)</i>	Choose from one of the many restaurants that offer group dinners. Food options range from German Style Deli to Home-style Buffet to Pies & Pasts to Fine Dining. To complete the Hermann experience, a local German band will play during dinner.

Area Wineries Available for Group Tours and Tastings - Choose up to 4

Adam Puchta Winery www.adampuchta.com	Adam Puchta Winery is the oldest family farm winery in the country. Its true origin story lies in the fact that the same family has continuously farmed it since 1888. Plenty of shaded picnic tables to sit and enjoy a glass of wine while enjoying the peaceful country side.
Ellis Winery & Grubbs's Microbrewery www.elliswinery.com	Small family owned winery with a limited production, but delicious fun. Sit and sip by the fountain in the beautiful outdoor space. Its easy to drink and like have selection on tap at the microbrewery.
Endless Summer Winery www.endlesssummerwinery.com	Endless summer is a small family owned winery with unique, specialized fruit wines. Visit the tasting room for a unique tasting experience of fruit wines, cooking wines, and other specialties that will inspire the palate.
Hammacher Winery www.hammacher.com	Enjoy wine and cheese tasting below embarking on the FREE Self-Guided Tour of Hammacher's wine cellars. The charming brick architecture are among the 188 early Hermann buildings placed on the National Register of Historic places by the Federal government.
ClubGlen Winery www.clubglen.com	Enjoy the stunning setting of ClubGlen Winery. The winery and tasting room sit on the hillside overlooking a small vineyard and the Missouri River. Plenty of outdoor seating available to relax, sip wine, and chat. This is a wonderful group photo opportunity.
Robler Vineyard Winery www.clubglen.com	Those who have a true appreciation for wine will be delighted with the family-owned & operated winery. Guests are welcome year-round to enjoy their estate-crafted, European-style wines. Ample indoor and outdoor seating available.
Stone Hill Winery www.stonehillwinery.com	Missouri's original since 1847! Wine Tastings, Free Guided Cellar Tours, of the Historic Cellar, Shopping, and Dining.

44. Workshop Itinerary Example

Seminars and workshops are commonplace and can either be intimate or large. The itinerary below is a week-long workshop of exploring the Sonoran Desert.

aperture

Mark Klett: Traveling the Devil's Highway Exploring the Borderlands of the Sonoran Desert

Saturday, February 20–Saturday, February 27, 2016

WORKSHOP ITINERARY

DAY 1 – Saturday, February 20 (hotel)

Participants arrive—hotel check-in at 3:00 p.m.

DAY 2 – Sunday, February 21 (hotel)

9:00 a.m. Breakfast and presentation of the workshop schedule
10:00 a.m. Review participant portfolios
12:00 p.m. Break for lunch
1:00 p.m. Continue to review participant portfolios
5:00 p.m. Break for dinner

DAY 3 – Monday, February 22 (camp)

9:00 a.m. Depart hotel for camping excursion
10:00 a.m. Arrive at Gila Bend Air Force Auxiliary Field for permits
11:00 a.m. Depart GBAFAF for Gila and Tinajas Altas Mountains
12:00 p.m. Lunch (provided by Aperture)
1:00 p.m. Photograph and explore by car and on foot
4:00 p.m. Set up camp and prepare dinner
5:00 p.m. Dinner (provided by Aperture)

DAY 4 – Tuesday, February 23 (camp)

8:00 a.m. Prepare breakfast (provided by Aperture)
9:00 a.m. Explore and photograph by car and on foot
12:00 p.m. Lunch (provided by Aperture)
4:00 p.m. Set up camp and prepare dinner
5:00 p.m. Dinner (provided by Aperture)

DAY 5 – Wednesday, February 24 (camp)

8:00 a.m. Prepare breakfast (provided by Aperture)
9:00 a.m. Explore and photograph by car and on foot
12:00 p.m. Lunch (provided by Aperture)
4:00 p.m. Set up camp and prepare dinner
5:00 p.m. Dinner (provided by Aperture)

DAY 6 – Thursday, February 25 (camp/hotel)

8:00 a.m. Prepare breakfast (provided by Aperture)
9:00 a.m. Explore and photograph by car and on foot
12:00 p.m. Lunch (provided by Aperture)

45. Youth Camp Itinerary Example

A youth camp can be a great way to foster community and build relationships. Children from all ages can benefit from the experience. The example below is a comprehensive itinerary of Volcano Adventure Camp.

Sample Youth Camp Itinerary 2018 Volcano Adventure Camp

The following itinerary is intended as a sample only. You can design your trip by choosing from a variety of ranger programs or self-led activities. This is a "Five Day" itinerary. Your trip may be either shorter or longer. We encourage groups to engage in a ranger led activity daily. The Youth Camp Ranger is available to help you plan your itinerary. Please note groups may check in after noon on the day of arrival and need to vacate camp before noon on the day of departure. If you need flexibility with arrival/departure times, please talk with the youth camp ranger. If possible, we will make accommodations to meet your needs.

Day One- Arrival (Afternoon) — Park sites: Volcano Adventure Camp

Upon arrival at Lassen Volcanic National Park, the Youth Camp Ranger will meet you at the Volcano Adventure Camp and provide an introductory experience for you and your campers!

Orientation (required) — Youth Camp Ranger-led Activity: The group will review safety and behavioral expectations. The group will learn what a national park is and why Lassen is protected and preserved as an important natural and cultural resource.

Volcano Adventure! The Four Types of Volcanoes at Lassen. Youth Camp Ranger-led Activity: *For 6th graders and under, this will consist of a volcano demonstration where the ranger engages the kids with a model depicting various types of eruptions. *For sixth graders and older, the campers will participate in an activity where the whole group is divided into volcano teams. They will use models to share what they learned with their fellow campers.

Get acquainted with the Volcano Adventure Camp and Lassen! The Youth Camp Ranger will provide orientation information and/or directions as needed (this will also be communicated prior to your arrival at the park). Depending on what time you arrive at the park, you may just want to unpack and get set up in your tent cabins, utilize the pavilions to make a meal, or even go and enjoy a self-led hike on a park trail.

Day Two—Park Sites: Devastated Area, Mill Creek Falls Trail, and Volcano Adventure Camp

Morning—Youth Camp Ranger-led Activity: Campers will participate in a ranger-led activity at the Volcano Adventure Camp, or another unique park site.

46. Travel Agency Itinerary Sample

Do you want to go on a vacation but dread the planning involved? Engage the services of [travel agency](#)! They offer curated tour packages and help make it easier for you to plan your escapade.

Travel Itinerary

Prepared for: Dinah Manning
Email: dinah@gmail.com
Purpose of Trip: 2-Day Travel to New Zealand

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	January 20, 2025	January 21, 2025
From	New York City, New York	Wellington, New Zealand
Departure Time	08:00 AM	09:00 AM
To	Wellington, New Zealand	New York City, New York
Arrival Time	11:00 AM	11:00 PM
Flight	GB-125	CM-406
Airline	Melton Airways	Melton Airways

Lodging

Location: Markov Hotel
Address: 10 Mardu St. Olympia, Wellington, 6004
Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
January 20, 2025	1 PM - 5 PM	Wellington Park Restobar	Food and wine testing tour
January 21, 2025	8 AM - 12 PM	Auckland Square	Historical tour of Auckland

Notes

1. Request the hotel staff for guides and information to help navigate the city.
2. Inform the tour guide during the history trip about my arrival so they can prepare themselves as well.

47. Concert Itinerary Sample

Millions of people enjoy concerts and the euphoric high it brings. The [concert template](#) below is a detailed schedule of a live music tour.

Concert Tour Itinerary

Prepared for: Mary Benton
Email: mary@chandlerma.com
Purpose of Trip: Hold a live concert of Sarah Ackermann at Walnut, California

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	March 08, 2040	March 11, 2040
From	Providence, Rhode Island	Walnut, California
Departure Time	09:00 PM	02:00 PM
To	Walnut, California	Providence, Rhode Island
Arrival Time	11:00 PM	04:00 PM
Flight	AB-342	CD-167
Airline	Schmid Airways	Schmid Airways

Lodging

Location: Lemieux Grand Hotel
Address: 2596 Bel Meadow Drive, Walnut, CA 91789
Phone: 222-555-7777

Activities

DATE	TIME	LOCATION	ACTIVITY
March 09, 2040	1 PM - 5 PM	Blue Garrett Arena	Stage preparation and rehearsal
March 10, 2040	6 PM - 9 PM	Blue Garrett Arena	Live performance

Notes

1. Request the Lemieux Grand Hotel to send a van for pick-up at the airport.
2. Forward a copy of the concert tour program to Sarah Ackermann's manager.

48. Daily Itinerary Sample

Do people really need [daily plans](#)? For some, it gives them a sense of routine and structure. Use the daily itinerary template below and plan out your days!

Daily Itinerary

Prepared for: Mandy Halton
Email: mandy@gmail.com
Purpose of Trip: 3-Day Trip at Las Vegas, Nevada

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	October 17, 2028	October 20, 2028
From	New York City, New York	Las Vegas, Nevada
Departure Time	9:00 PM	10:00 PM
To	Las Vegas, Nevada	New York City, New York
Arrival Time	3:00 AM	4:00 AM
Flight	AB-321	CD-654
Airline	JLN Airways	JLN Airways

Lodging

Location: Luxury Hotel & Casino
Address: 10 Golden Ave. Las Vegas Nevada, 934091
Phone: 211 665 7007

Activities

DATE	TIME	LOCATION	ACTIVITY
October 18, 2028	1 PM - 3 PM	Bellagio Conservatory & Botanical Gardens	Sightseeing and cultural tours
October 19, 2028	8 AM - 11 AM	Grand Canyon South Rim Tour Visit	Hopi House and Hiking along Rim Trail and Bright Angel Trail

Notes

1. Ask for van assistance from the Luxury Hotel & Casino for pick up at the airport.
2. Remind the tour guide that I have to get back at the hotel before lunch since I am meeting my friend.

49. Small Business Itinerary Sample

[Small businesses](#) don't necessarily stay small for long. Official business trips can be important opportunities for business growth and expansion.

Business Trip Itinerary

Prepared for: Amara Kane
Email: amara@gmail.com
Purpose of Trip: Business Deal

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	October 10, 2030	October 11, 2030
From	New York City, New York	Chicago, Illinois
Departure Time	08:00 AM	06:00 PM
To	Chicago, Illinois	New York City, New York
Arrival Time	11:00 AM	09:00 PM
Flight	EF-321	CD-453
Airline	United Air	United Air

Lodging

Location: Mackenzie Hotel
Address: 286 Overlook Dr., Chicago, IL 60290
Phone: 222 555 7777

Activities

DATE	TIME	LOCATION	ACTIVITY
October 10, 2030	1 PM - 5 PM	Midland Square Building, Room 3A	Meet the representatives and discuss the business deal
October 11, 2030	8 AM - 12 PM	Fellington Restaurant	Close the business deal

Notes

1. Request the Washington Grand Hotel to send a van for pick up at the airport.
2. Secure the additional documents necessary for the board meeting.

50. Weekend Itinerary Sample

Don't have weekend plans? Spend a quick staycation at a [fancy hotel](#). Use the sample weekend itinerary below and start planning!

Weekend Itinerary

Prepared for: Bethany Parkson
Email: bethany@zmail.com
Purpose of Trip: Weekend Getaway Trip at El Paso, Texas

Flight Details

DETAILS	DEPARTURE FLIGHT	RETURN FLIGHT
Date	January 8, 2027	January 11, 2027
From	North Dakota, Canada	El Paso, Texas
Departure Time	09:45 AM	03:20 PM
To	El Paso, Texas	North Dakota, Canada
Arrival Time	11:15 AM	05:35 PM
Flight	BA1142	AA8901
Airline	Canadian Airlines	Boston Pacific

Lodging

Location: El Grandeur Hotel
Address: 22 South Palms, El Paso, TX 71991
Phone: 167 888 1555

Activities

DATE	TIME	LOCATION	ACTIVITY
January 9, 2027	9 AM - 12 PM	Willow Skyrise	Breakfast overlooking the city
January 9, 2027	1 PM - 4 PM	Cannado Ground	Tour and fishing
January 10, 2027	10 PM - 12 PM	Palo Hill	20-minute mountain trekking

Notes

- 1. Inform the tour guide that the family is traveling with a 1-year-old baby.
- 2. Request the hotel for a baby night light and nappy bin.

ITINERARY FORMAT

The content of your itinerary will depend on your needs. But a typical itinerary usually contains some basic elements. Follow the guide below to create your own itinerary.

1. Title

Give your itinerary an appropriate title. As a subheading, you can include the duration of the event or trip too. For example, if your title is "Community Immersion Itinerary", insert the date 'July 10-17, 2021' below the title.

2. Timetable

A list of planned activities will look more organized if it's placed in a timetable. You can create a simple table with the date and time. After which, provide the necessary program information and its corresponding schedule.

3. Destination and Description

Flight itineraries always indicate the departure and arrival hubs. And apart from passenger information, you can also include other relevant details like accommodation and activity schedules.

4. Notes

Additional notes may be present in your itinerary. For some travel itineraries, payment reminders or guidelines are listed down. Baggage allowance and other reminders may also be indicated in this section.

FAQs

What is an itinerary used for?

An itinerary is used to plan events, programs and any kind of activity that requires a fixed time or a flow of events.

What is an itinerary meaning?

An itinerary is a detailed overview of a tour/trip schedule or a program flow. Its contents can be general or specific, depending on the need.

What's another word for itinerary?

An itinerary is closely related to a schedule.

What are the types of itinerary?

According to Travelport, there are three simple types of flight itineraries. These are one-way, roundtrip or return trips, and open jaw flight.

What should an itinerary include?

An itinerary should always include the flight or travel details, passenger information, and the total amount. A schedule of activities and accommodation details may be included if it applies.

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