Check list	Planned	Completed
1. Pre visit site		
2. Define Objectives		
3. Pre-trip activities		
4. Administrative approval		
5. Site reservation		
6. Trip length determination		
7. Transportation reserved		
8. Adult helpers confirmed, trained		
9. Permission slips obtained		
10. Teachers notified		
11. Student orientation		
12. Dress code reviewed		
13. Student behavior, safety reviewed		
14. Groups determined		
15. Water, snacks, etc.		
16. Trash removal		
17. Equipment, supplies procured		
18. On-site orientation		
19. On-site closure procedures		
20. Post-trip activities		
21. Alternative activities		
22. Assessment of trip		

Teachers Notes: