



Group Travel Leader Organizer

A printable tracker for church, family, club, and organization travel

Group Leader Checklist

- ☐ Estimate traveler count and room or cabin needs.
- ☐ Select a communication method for the group.
- ☐ Track deposits, final-payment dates, and supplier deadlines.
- ☐ Keep traveler names exactly as shown on identification documents.
- ☐ Share clear instructions about payments, documents, and preparation.

Traveler & Payment Tracker

Traveler / Couple	Room / Cabin	Deposit	Final Due	Notes