

TRIYANA DIARIES

First-Time Trip Planning Checklist

A practical companion from the first idea to departure day.

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Created by Triyana Diaries

Your AI-enhanced travel companion at TriyanaDiaries.com

1. Shape the trip before you book

Define the experience first. Dates, flights and hotels are easier to compare when the travelers, pace and priorities are already clear.

Trip priorities

- ☐ Destination and purpose of the trip are clear.
- ☐ Traveler count, ages and mobility needs are recorded.
- ☐ Preferred pace: relaxed, balanced or active.
- ☐ Top three interests are agreed before building the itinerary.
- ☐ One or two experiences are marked as non-negotiable.

Dates and route

- ☐ Date flexibility and total trip length are known.
- ☐ Arrival and departure days include realistic transit time.
- ☐ Time-zone change and recovery time are considered.
- ☐ Route avoids unnecessary hotel changes and backtracking.
- ☐ Seasonal weather, holidays and closures have been checked.

Entry, safety and health checks

- ☐ Passport validity and blank-page rules are confirmed for every traveler.
- ☐ Visa, electronic authorization and transit requirements are checked on official government sites.
- ☐ Vaccination, medication and health-document requirements are reviewed.
- ☐ Travel advisory and destination emergency information are saved.
- ☐ Insurance covers the activities, destinations and existing health needs in the itinerary.
- ☐ Critical requirements are scheduled for a second check shortly before departure.

IMPORTANT

Entry rules, health requirements, schedules and local conditions change. Use this checklist to organize the questions, then confirm the answers with official authorities, airlines, insurers and providers.

2. Book and prepare

Keep confirmations, costs and cancellation terms together so that the trip remains understandable even when plans change.

Budget and bookings

- ☐ Budget includes flights, lodging, local transport, food, activities, insurance and a contingency.
- ☐ Cancellation and change terms are saved before payment.
- ☐ Airport or station transfer is planned for arrival day.
- ☐ High-priority experiences are booked at the appropriate time.
- ☐ Every reservation name matches the travel document.

Accommodation

- ☐ Neighborhood or area fits the daily route and travel style.
- ☐ Walking distance to useful transportation is checked on a map.
- ☐ Room type, bedding, accessibility and breakfast details are confirmed.
- ☐ Taxes, resort fees, deposits and parking costs are understood.
- ☐ Late arrival and luggage-storage arrangements are confirmed.

Money and connectivity

- ☐ Primary and backup payment methods are packed separately.
- ☐ Bank travel notifications and international fees are checked.
- ☐ A small amount of arrival cash is arranged if useful.
- ☐ eSIM, SIM or roaming plan is selected.
- ☐ Offline maps, translations and key addresses are downloaded.

Packing foundations

- ☐ Weather is checked for every stop, not just the arrival city.
- ☐ Comfortable footwear matches the planned activities.
- ☐ Prescription medicine stays in original packaging.
- ☐ Chargers, adapters and power-bank airline rules are checked.
- ☐ One essential change of clothing is kept in cabin baggage.

Keep one offline travel folder

- ☐ Passport and visa copies
- ☐ Insurance policy and emergency number
- ☐ Transport and accommodation confirmations
- ☐ Important addresses in the local language
- ☐ Medication list and emergency contacts
- ☐ A simple day-by-day outline with booking references

3. Final countdown

30 DAYS	☐ Reconfirm entry and health requirements. ☐ Review bookings and cancellation deadlines. ☐ Reserve priority activities and intercity transport. ☐ Plan money, phone service and airport transfers.
7 DAYS	☐ Check the detailed forecast and adjust packing. ☐ Download documents, maps and entertainment. ☐ Share itinerary and emergency contacts. ☐ Confirm check-in instructions and provider messages.
72 HOURS	☐ Complete time-sensitive forms and airline check-in. ☐ Confirm flight status and transfer meeting points. ☐ Charge devices and organize cabin baggage. ☐ Check local disruptions, strikes and weather alerts.
DEPARTURE	☐ Carry passport, medication, valuables and backup payment. ☐ Leave extra time for transportation and security. ☐ Keep the first-night address accessible offline. ☐ Begin slowly and leave room for the unexpected.

Trip notes

DATES	
ROUTE	
TOP 3	
REMINDERS	

Plan with the stories, then verify the details

Use Triyana Diaries for firsthand inspiration and practical planning context. Verify important legal, health, safety, schedule and booking information before acting.

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