# Trip Planning Template

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| Date and Time | *Start and Estimated End Time, and if it’s weather dependent* |
| Type | *Mountaineering, Skiing, Rock Climbing, Social Night, etc.* |
| Objective | *Name of the mountain, route, and rating* |
| Costs | *Shared cost for each group member and estimated personal expenses* |
| Contact | *Name of leaders and their email addresses* |
| Meeting location | *Location from which the trip will begin* |
| Description | *Detailed description of the trip, route and estimated distance, itinerary, etc.* |
| Skill Level | *Specific skills and if certain qualifications are required (for example, completion of an ice axe workshop or equivalent)* |
| Equipment Requirements | *Personal gear (and if club rental is an option)* |
| Maximum Participants | *Maximum number of people, excluding the leader(s).* |

If the trip targets a specific group (for example, youth, women, LGBTQ, etc.), specify whether other members can participate, and what conditions apply.