



Cheadle (Staffs) U3A

FIELD TRIP CHECKLIST

Name of Group Leader/ Organiser	
Mobile Number	
Location of Trip	
Date of Trip	

Before Trip inform everyone	√
1. Destination	
2. Pick up Time and Location	
3. Return Pick up Time and Location	
4. Approximate Arrival Home Time	
5. Extra Payments for Entrance Fees	
6. Catering Arrangements i.e. café on site.	

Notes: