| **Important Information** | |
| --- | --- |
| **Name** | **Phone/Email/Location** |
| Clubs and Socs Office | 00353-1-700-6164 - c[lubsandsocs@dcu.ie](mailto:Clubsandsocs@dcu.ie) |
| Siobhan Byrne (Head of Clubs and Societies) | 00353-1-700-5585 - [siobhan.byrne@dcu.ie](mailto:siobhan.byrne@dcu.ie)  085-173-3303 **(Emergency Only)** |
| DCU Security 24/7 | 00353-1-700-5999 |
| Emergency Services | 112 - Works across Europe  XXX - Local Emergency Contact |
| Group Leader 1 | +353 XX XXX XXXX |
| Group Leader 2 | +353 XX XXX XXXX |
| Group Leader 3 | +353 XX XXX XXXX |
| Group Leader 4 | +353 XX XXX XXXX |
| Group Leader 5 | +353 XX XXX XXXX |
| Nearest Major Medical Centre to trip location |  |
| Nearest Pharmacy |  |
| Nearest Irish Embassy |  |
| Local Taxi Company |  |

| **Buddy System** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Group Leaders** | **Person 1** | **Person 2** | **Person 3** | **Person 4** | **Person 5** |
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| **Itinerary** | | |
| --- | --- | --- |
| **Time** | **Details of Activity** | **Address/Contact** |
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| **Flight Details** | | | | | |
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| **Date** | **Flight No.** | **Departure Airport** | **Departure Time** | **Arrival Airport** | **Arrival Time** |
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| **Extra Transport Details** | | | | |
| --- | --- | --- | --- | --- |
| **Type** | **Date** | **Destination** | **Departure Time** | **Arrival Time** |
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| **Overnight Accommodation** | | | | |
| --- | --- | --- | --- | --- |
| **Accom. Name** | **Check-in Date** | **Arrival Time** | **Checkout Date** | **Checkout Time** |
|  |  |  |  |  |

| **Trip Preparation** | |
| --- | --- |
| **Task** | **Additional Info** |
| Have you downloaded the Safe Zone App? (Check-in at the Airport) | Add name of SafeZone Group here |
| Have you sent a copy of your passport and another form of ID to the organiser? | Add name/number of who to send to here here |
| Have you made your trip leaders aware of any medical/ medication/dietary requirements? | Contact TRIP ORGANISER NUMBER to alert them of any requirements. |
| Have you been added to the trip group chat? | Contact TRIP ORGANISER NUMBER to be added to the group chat. |
| Have you purchased personal travel insurance? |  |
| Have you saved all necessary contact information? |  |