| Important Contact info | |
| --- | --- |
| Name | Contact info |
| Clubs and Socs Office | 00353-1-700-6164 - c[lubsandsocs@dcu.ie](mailto:Clubsandsocs@dcu.ie) |
| Siobhan Byrne | 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 - Country Specific 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 |

| **Buddy System** | | | | |
| --- | --- | --- | --- | --- |
| Group Leader | Person 1 | Person 2 | Person 3 | Person 4 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| Flight Details Departing & Return | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Departure Airport | Airline | Departure Time | Flight number | Arrival Time | Additional info |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| Other Transport/Transfers (*e.g. Bus/Train/Ferry)* If applicable | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Type | Company | Departure Time | Departing From | Arrival Time | Destination | Additional info |
|  |  |  |  |  |  |  |  |

| Accommodation | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Arrival Date | Arrival Time | Accom. Name | Address | Phone # | Checkout Date | Checkout Time | Additional info |
|  |  |  |  |  |  |  |  |

| Daily Itinerary | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Start time | End Time | Activity | Address | Contact | Additional info |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Participant Checklist** | |
| --- | --- |
| Task | Yes/No |
| Have you downloaded the Safe Zone App and checked in? |  |
| Have you saved the contact info for your group leader? |  |
| Have you sent a copy of your passport and another form of ID to the Clubs and Societies Office? |  |
| Have you made your trip leaders aware of any medical/ medication/dietary requirements? |  |
| Have you been added to the trip group chat? |  |
| Have you purchased travel insurance? |  |