

PRINT AND WRITE · AWAII WORKSHEET

Agree on the trip.

Before booking · A clear starting point for the whole group.

Trip name

Dates

☐ **Confirm the people**

Write down who is in, who is still checking and the date you need an answer.

Owner _____ Due _____

Result / link _____

☐ **Compare availability**

Collect possible windows and confirm both arrival and departure days. Note anyone joining for only part of the trip.

Owner _____ Due _____

Result / link _____

☐ **Set a comfortable spending range**

Say what it includes: travel, accommodation, meals and activities. Keep personal purchases separate.

Owner _____ Due _____

Result / link _____

☐ **Choose a destination shortlist**

Keep two or three realistic options and a reason for each. Check whether the journey fits the time you have.

Owner _____ Due _____

Result / link _____

☐ **Agree on shared costs**

Decide how room differences, shorter stays and optional activities affect each person's share.

Owner _____ Due _____

Result / link _____

PRINT AND WRITE · AWAII WORKSHEET

Give each booking an owner.

When booking · Keep each commitment and its next step findable.

Trip name

Dates

☐ **Confirm before paying**

Check the exact dates, guests, total price and provider's cancellation terms together.

Owner

Due

Result / link

☐ **Assign a booking owner**

Record who books each stay or journey, who pays upfront and when the others repay them.

Owner

Due

Result / link

☐ **Keep the confirmation with the plan**

Save the address, dates, booking status and who holds the confirmation. Share only the details the group needs.

Owner

Due

Result / link

☐ **Plan arrival and the first night**

Record arrival times, how you reach the stay and how everyone gets access if they arrive separately.

Owner

Due

Result / link

Make the plan easy to use.

Before leaving · Check the essentials, then leave room for the trip.

Trip name

Dates

☐ Check the current itinerary

Confirm the fixed items and leave flexible gaps. Keep backup ideas outside the fixed schedule.

Owner

Due

Result / link

☐ Split practical tasks

Assign shared items such as a charger, games or groceries. Each person checks their own travel documents and provider requirements.

Owner

Due

Result / link

☐ Open essential information offline

Open the trip in the iPhone app before losing connectivity and check what is available. Keep essential confirmations separately where needed.

Owner

Due

Result / link

☐ Agree how to handle changes

Decide where updates go and who needs to know about a changed arrival or booking.

Owner

Due

Result / link

PRINT AND WRITE · AWAII WORKSHEET

Close the loose ends.

After the trip · Settle the expenses and keep the good ideas.

Trip name

Dates

☐ Review actual expenses

Check the participants on each expense, replace estimates with actual amounts and record repayments.

Owner

Due

Result / link

☐ Keep useful notes

Save what you would repeat, what you would change and any shared items that need returning.

Owner

Due

Result / link

Do again next time

Change next time

[Start your trip at awaii.app →](#)

Start with a shared link on the web. Continue the full plan in Awaii for iPhone.