

# SOP: Pre-trip Briefing and Itinerary Distribution

This SOP details the process of conducting a **pre-trip briefing and itinerary distribution** to ensure all participants are informed about the trip's schedule, safety protocols, roles, and expectations. It covers the preparation of the briefing content, communication of key information, distribution of travel itineraries, and confirmation of participant understanding to promote a smooth and organized trip experience.

## 1. Purpose

To standardize the process for organizing and delivering a pre-trip briefing that provides all relevant trip information and documents to all participants.

## 2. Scope

This procedure applies to all trips organized by [Your Organization/Group] where participants require clear communication regarding travel details, safety, and responsibilities.

## 3. Responsibilities

- **Trip Leader/Coordinator:** Prepares and delivers the briefing, ensures all participants receive and understand the itinerary.
- **Participants:** Attend the briefing, review provided materials, and confirm understanding.

## 4. Procedure

1. **Preparation (at least 1 week prior to trip)**
  - Compile final participant list with contact details.
  - Prepare the detailed travel itinerary (see sample template below).
  - Gather relevant safety procedures, emergency contacts, and roles assignment.
  - Book a suitable venue or set up a virtual meeting link for the briefing.
2. **Pre-trip Briefing Delivery (2-7 days before departure)**
  - a. Welcome participants and outline the purpose of the briefing.
  - b. Present the trip schedule, key locations, meeting points, transportation, and accommodation details.
  - c. Explain safety protocols, health requirements, and emergency procedures.
  - d. Clarify individual roles, responsibilities, and behavioral expectations.
  - e. Distribute the finalized itinerary (printed and/or digital copy).
3. **Confirmation of Understanding**
  - Allow time for Q&A; clarify doubts and provide additional explanation as needed.
  - Obtain acknowledgment of receipt and understanding from each participant (sign-off sheet or digital confirmation).
4. **Post-briefing Follow-up**
  - Email or message a recap of key points and attach the itinerary and safety contacts.
  - Address any follow-up questions in a timely manner.

## 5. Sample Itinerary Template

Date	Time	Activity/Location	Notes
2024-07-15	08:00	Meet at Main Entrance	Check-in, briefing, luggage check
2024-07-15	09:00	Depart for City Center	Bus #1, assigned seats
2024-07-15	12:00	Lunch at Central Park	Boxed meals provided
2024-07-15	14:00	Guided Museum Tour	Group divided into teams
2024-07-15	17:00	Return to Hotel	Free time after check-in

## 6. Records & Documentation

- Finalized itinerary (digital and/or printed)
- Attendance and acknowledgment list from the briefing
- Distribution list of trip documents

## **7. Revision & Review**

This SOP should be reviewed annually or after each major trip to incorporate improvements based on feedback.