

The Ultimate Pre-Tour Checklist

Feel free to copy and edit the list below so that it makes sense for your tour or activity.

Use the copy/paste function of your PDF reader and add the text into a new file.

Then print out as many copies as you need and be ready for every tour!

- ☐ Print final guest information report
- ☐ Review any custom requests/guest qualification from when they booked (any place they may have added comments)
- ☐ Confirm Transportation by phone/text/e-mail
- ☐ Confirm Restaurants by phone/text/e-mail
 - ☐ (Any dietary requirements/allergies to communicate to restauranters?)
- ☐ Confirm any other subcontractors or local guides by phone/text/e-mail
- ☐ Confirm Hotels by phone/text/e-mail (if applicable)
- ☐ Check the weather and if necessary, come up with a contingency plan
- ☐ Check for traffic, street closing or special holiday or weekend hours
- ☐ Print Guest Rooming List (if applicable)
- ☐ Print Guest Emergency List/Passport List
- ☐ Print Waivers/release forms as required
- ☐ Print copies of accident report forms
- ☐ Bring copies of guest travel planner / guest facing trip itinerary
- ☐ Make photocopies of any guest handouts / collect extra maps / prep any guest gifts
- ☐ Prep any photos, visual aids or props you need for your tour
- ☐ Get cash (always good to have backup cash, even if not needed for tour)
- ☐ Any food/snacks/water to buy?
- ☐ Wash and get gas for vehicles as needed
- ☐ Perform vehicle maintenance and/or safety inspection
- ☐ Check guest equipment (and sizing charts) - ensure you have what you need
- ☐ Safety inspection of equipment to be used
- ☐ Any family/children supplies required?
- ☐ Charge cell phone
- ☐ Buy cell phone credit
- ☐ Print small handout with guide phone numbers/office contact info
- ☐ Check first aid kits/restock as needed
- ☐ Ensure all emergency and contractor information is in your phone
- ☐ Review emergency policies and protocols - i.e. be ready for accidents
- ☐ Pack your tour guide day bag
- ☐ Practice any speeches/welcome talks/review tour itinerary
- ☐ Wash your clothes/equipment/body =)
- ☐ Eat a great meal
- ☐ Get some rest