

Visit Planning Worksheet

TITLE

Short name to catch the creator's eye.

PREFERRED VISIT WINDOW

Provide a range & note blackout dates.

VISIT FOCUS

What should this visit accomplish for the community?

CONTENT FOCUS

Photo, video, seasonal angle, audience you're after.

REQUIRED LOCATIONS

MUST VISIT

Stops the creator has to cover.

SUGGESTED LOCATIONS

NICE TO HAVE

Options the creator can pick from if there's time.

COMPED ACTIVITIES

Tickets, meals, rentals you're covering.

LODGING

Property and nights, or note the Lodging Add-on.

GEAR NEEDED

Bike, kayak, hiking boots, warm layers.

AREA BOUNDARIES

How far out can the creator roam?

REFERENCE MATERIALS

Links, brand guide, past adventures to match.

NOTES FROM DESTINATION

Anything else the creator should know before they arrive.

VISIT TYPE

Select one

COMMON TYPES

- ☐  Outdoors
- ☐  Exploring Town
- ☐  Foodie / Drinks
- ☐  Seasonal

PERSPECTIVE BASED

- ☐  Family
- ☐  Gals / Guys Trip
- ☐  Couple's Trip
- ☐  Anyone

STRUCTURED

- ☐  Event Focused
Highlight a local event
- ☐  Location Focused
Fewer stops, more time

TEAM NOTES

Initial your comments