Trip Planning: *Weekly Task List*

**For the organizer of the trip**

ITEM DESCRIPTION START DATE DUE DATE NOTES

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| PACKING |  |  |  |  |
| Pack clothing | Pack clothing for trip | July 6th, 2018 | July 29th, 2018 | -Check weather forecast in India |
| Passport & Important Docs. | Gather all important documents | July 7th, 2018 | July 28th, 2018 |  |
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| MONEY |  |  |  |  |
| Get VISA from Indian government | Get a VISA! | July 1st | July 25th |  |
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| Planning |  |  |  |  |
| Planning & Organizing Document | Finish adding in info | July 1st | July 15th | Finish adding in the who, what and where |
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| organizing |  |  |  |  |
| Write in planner things to do |  | June 29th | June 30th |  |
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| SCHEDULING |  |  |  |  |
| Map out all events that are happening on the trip | Get ready to make a trip schedule | July 8th | July 9th |  |
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| contacting |  |  |  |  |
| Contact Old Schools |  | July 18th | July 26th |  |
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