



Trip Timeline and Planning

1 YEAR - 6 MONTHS BEFORE TRIP



1. **Interest team meeting:**
 - a. Information Sheets;
 - b. Trip Handbook;
 - c. Videos/ppt;
 - d. Testimonials;
 - e. Q&A.

 2. **Schedule a date for the Trip:**
 - a. Draft Trip Calendar;
 - b. Draft Trip Budget.

 3. **Begin raising support/send out support letters:**
 - a. Recruiting People.

 4. **Apply for passport;**

 5. **Follow Up meeting every month:**
 - a. Purchase of Flight Tickets;
 - b. Raising Donations for the Trip.

 6. **Get Vaccinations | Get Visa | Get Passport**
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6 - 3 MONTHS BEFORE TRIP



1. **Final Documents:**

- a. Trip Schedule;
- b. Trip Budget.

2. **Trip Extras:**

- a. Bibles;
 - b. VBS Supplies.
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1 MONTH BEFORE TRIP



1. **Liaison Team Send:**

- a. Packing list;
- b. Dressing Code;
- c. Amazon Region we are going on the trip;
- d. Detailed Schedule (with time).

2. **Guest Team Send:**

- a. Grant for the Trip.

3. **Guest Team Packing Meeting:**

- a. Pack in the suitcases the donations.
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1 WEEK BEFORE TRIP



1. **Re-check, pack & go.**

DURING THE TRIP



1. **Meet with Local Leader/Pastor & Liaison Team:**

- a. Liaison Team will introduce RCA/IPManaus Projects & Partnership.
 - b. The Local Leader/Pastor will present an overview of the Region we are going to.
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AFTER THE TRIP



1. **Schedule a Feedback Meeting with Liaisons:**

- a. How was the trip?
- b. What could we do to make the trip better?
- c. Highlights of the Trip
- d. Frustrations?