Worked example – a fictional weekend away. Write in your own plans.

Trip itinerary

Long weekend in Exampleton – 12 to 15 March 2027

Destination	Exampleton	**Travellers**	Sam, Alex and Ava
Dates	12 – 15 March 2027	**Staying at**	Harbour View Guest House
Address	3 Example Quay, Exampleton	**Booking ref**	HV-48213
Emergency contact	07700 900123	**Travel insurance ref**	TI-559001

Day / date	Morning	Afternoon	Evening
Fri 12/03	8:10 train from Anytown (seats 24-26)	Check in from 3pm; walk the harbour	Table booked 7pm at the fish cafe
Sat 13/03	Breakfast 8:30; castle tickets 10:00	Picnic on the headland	Fish and chips on the front
Sun 14/03	Lie-in; coastal path walk	Boat trip 2:00 (ref BT-771)	Pub quiz at 8pm
Mon 15/03	Check out by 10:30	Museum, then 4:15 train home	

Bookings, tickets and reminders

Print rail tickets. Castle tickets are on Sam's phone. Bring waterproofs and a power bank. Taxi from the station: Exampleton Cars, 01632 960123.