



The Stress-Free Holiday Planning Checklist & Mini-Itinerary Planner

Plan your next holiday in 30 minutes or less!





Welcome to your stress-free holiday planner

Planning a holiday can feel overwhelming. Where should you go, when is the best time to travel, what should you book first, and what if you forget something important? This planner is designed to take the stress out of your planning so you can focus on the fun.

Inside, you will find a step-by-step checklist to guide you from first idea to take-off, plus a simple mini-itinerary planner to map out your days. Use it to get clear on your budget, destination, bookings, and daily activities.

If you decide you would rather have a travel expert handle the details, the Travel in Class team is one message away and ready to plan everything for you.





Step 1 - Define your holiday

Start by deciding what kind of holiday you actually want. A clear vision makes every decision easier

- **Who is travelling?**
 - Solo
 - Couple
 - Family with kids
 - Friends / group
 -
- **What type of holiday are you dreaming of?**
 - Relaxing beach break
 - City escape
 - Nature or safari experience
 - Road trip
 - Luxury getaway
 - Adventure and activities
 -
- **What are your top 3 must-haves?**
 - Warm weather and sunshine
 - Great food and restaurants
 - Shopping and nightlife
 - Kid-friendly facilities
 - Spa and wellness
 - Culture, museums, and history





Step 2: Set your budget and dates

Start by deciding what kind of holiday you actually want. A clear vision makes every decision easier

Planning around a realistic budget and clear dates helps you avoid stress and last-minute surprises

Budget section:

- **Total budget for this holiday: R _____**
- **Budget per person (if helpful): R _____**

Include in your budget:

- **Flights or other transport**
- **Accommodation**
- **Meals and drinks**
- **Activities, tours, and entry tickets**
- **Local transport (Uber, taxis, car hire, fuel, parking)**
- **Travel insurance**
- **Shopping, souvenirs, and extras**

Dates section:

- **Preferred travel month(s): _____**
- **Exact or approximate dates: _____**
- **Are your dates flexible by a few days to get better prices?**
Yes No



Step 3: Choose your destination and holiday style

Use this section to shortlist options, then circle your final choice.
Clear criteria help you quickly compare destinations.

Destination option 1:

- Country / city: _____
- Holiday type (beach, city, safari, etc.): _____
- Approximate cost: _____
- Pros: _____
- Cons: _____

Destination option 2:

- Country / city: _____
- Holiday type (beach, city, safari, etc.): _____
- Approximate cost: _____
- Pros: _____
- Cons: _____

Destination option 3:

- Country / city: _____
- Holiday type (beach, city, safari, etc.): _____
- Approximate cost: _____
- Pros: _____
- Cons: _____

Final choice: _____



- **Preferred accommodation:**

- **Hotel**
- **Guesthouse / B&B**
- **Self-catering apartment**
- **Villa**
- **Resort**

- **Preferred board basis:**

- **Room only**
- **Bed & breakfast**
- **Half board**
- **All-inclusive**

Tip: First choose the right area, then choose the property type that fits your budget, group size, and how much independence or service you want.



Step 4: Your booking checklist

Turn your plan into confirmed bookings with this simple tick-off list

Bookings:

- **Flights / main transport booked**
- **Airport transfers or car hire arranged**
- **Accommodation booked and confirmation saved**
- **Travel insurance purchased**
- **Visas checked and applied for (if required)**
- **Important activities or tours pre-booked (popular attractions, safaris, boat trips, shows)**

Documents and money:

- **Passport valid for at least 6 months from return date**
- **Copies of passports, IDs, and key documents saved to phone and cloud**
- **Booking confirmations saved or printed**
- **Travel insurance details saved and emergency numbers noted**
- **Cards activated for international use, cash or forex arranged if needed**

Step 4: Your booking checklist

A simple packing list prevents last-minute panic and forgotten essentials.

Essentials:

- **Passports and ID**
- **Tickets / boarding passes**
- **Travel insurance documents**
- **Wallet, cards, and some local currency**
- **Phone, charger, and power bank**
- **Travel adapters**
- **Medications and basic first-aid items**

Clothing and personal items:

- **Weather-appropriate clothing and shoes**
- **Swimwear and cover-ups (for beach / pool holidays)**
- **Light jacket or layers for cooler evenings**
- **Sleepwear and underwear**
- **Toiletries and personal care items**

Extras for a smooth holiday:

- **Headphones, books, or entertainment for travel days**
- **Reusable water bottle and snacks**
- **Small day bag for daily outings**
- **Toys, games, or activities if travelling with children**

Your holiday mini-itinerary

Use this planner to map out your days so you have a good balance of must-see highlights and relaxed downtime.

Day 1

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 2

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 3

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 4

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 5

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 6

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Day 7

- Morning: _____
- Afternoon: _____
- Evening: _____
- Meals / restaurant ideas: _____
- Transport / notes: _____

Tip: Aim for one or two main activities per day and leave space for spontaneous exploring and rest





Let Travel in Class plan it for you!

You now have a clear framework to plan a smooth, stress-free holiday. If you would like expert support choosing the best destinations, flights, and stays for your budget, **Travel in Class** is here to help.

We specialise in tailor-made holidays with carefully selected hotels, activities, and routes so you can simply arrive and enjoy. Share this completed planner with us and we will turn it into a personalised trip proposal for you.

Ready to turn your plan into a real holiday?

Contact Travel in Class

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