

[Tour Name]

Guide Itinerary Template

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Tour Summary

Tour Name			
Start Date			
Start Location			
Duration			
Staff			
Vehicles			
Pax			

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Pre-Tour Information

An outline of what the guide should read, do, and prepare before the tour

PRE-TOUR CHECKLIST

- ☐ Task 1
- ☐ Task 2
- ☐

PACKING LIST

- Item 1
- Item 2
-

IMPORTANT RESOURCES

Resource	Description	Site
E.g. Guide Training	View relevant training videos to prepare thoroughly for the tour.	Watch them on our company wiki

Itinerary Overview

A guide-focused summary of the tour schedule, key stops, and important details.

NOTE: Departure-specific changes (if relevant)

E.g. we've rescheduled the beach day to the beginning of the tour due to the City to Surf fun run coinciding with the original date.

Highlights:

- Highlight 1
- Highlight 2
-

DAILY SUMMARY

Day	Date	Overview
-1	Aug 9, 2025	E.g. Pre-Tour Arrival + Preparation
1	Aug 10, 2025	E.g. Arrival Day + Welcome Dinner
2	Aug 11, 2025	
3	Aug 12, 2025	

ADDITIONAL NOTES

- E.g. ensure you review the pre-tour information provided.
-

Day-by-Day Itinerary

A detailed tour schedule for guides to follow and reference on the go.

Activity	Time	Activity Details	Location Details	Guide Notes
Day -1, Saturday, 9 August 2025 Theme: _____ Add a daily overview for the guides				
Lodging	4:00pm			
Day 1, Sunday, 10 August 2025 Theme: _____ Add a daily overview for the guides • Travel Time: ____ • Meals: Lunch, Dinner • Accommodation: ____				
Pick-Up	9:00am			
Transfer	11:00am - 11:30am			
Lodging	5:00pm			
Meal	7:00pm			
	9:00pm			
Day 2, Monday, 11 August 2025 Theme: Blue Mountains				

Add a daily overview for the guides

- Travel Time: ____
- Meals: Lunch, Dinner
- Accommodation: ____

Meal	6:30am			
Transfer	9:00am - 11:00am			
Activity	11:00am - 11:30am			
Meal	12:00pm - 1:30pm			
Meal	7:00pm			-

Day 3, Tuesday, 12 August 2025
Theme: Beach Day

Add a daily overview for the guides

- Travel Time: ____
- Meals: Lunch, Dinner
- Accommodation: ____

Meal	8:00am			
Free Time	9:00am - 3:00pm			-
Transfer	3:15 pm			
	6:00 pm			

Supplier Details

Information on suppliers, including reservations and payment details.

Date	Supplier	Contact	Reservation Details	Payment Details	Notes
Day -1 Monday, 9 August 2025					
Day 1 Sunday, 10 August 2025					
Day 2 Monday, 11 August 2025					

Group Overview

Information about guests and staff attending the tour

GUEST DETAILS

Name	Photo	Dietaries	Medical	Guide Notes
				•
				•

PASSPORT INFORMATION

Name	Country	Passport #	Passport Expiry

ARRIVAL & DEPARTURE INFORMATION

Name	Arrival Time	Arrival Information	Drop Off Time	Drop-Off Information

Contact Details

Essential contacts the guide may need during the tour.

PASSENGERS

Name	Email	Phone

PASSENGER EMERGENCY CONTACTS

Passenger	Emergency contact	Relationship	Email	Phone

SUPPLIER

Supplier	Phone	Email

OTHER IMPORTANT CONTACTS

Contact	Phone
Emergency Services	
Tour Coordinator	
Insurance Manager	

Appendix:

APPENDIX 1.

E.g. Below are some helpful notes from previous guides on the tour (for example)

Date	Guide	Importance	Details

APPENDIX 2.