

**ITINERARY (TEMPLATE)**

**Reminder:**

This must be completed alongside a **Risk Assessment** and a **Trip Attendance List**

**Trip Details**

**Event & Student Group:**

Weekend at Edinburgh Fringe – I <3 Theatre Society

**Emergency Contact Details:** (Minimum of 2 individuals, please)

Joe Bloggs (President) – 07654 991280; joebloggs@gmail.com

Steve Fish (Events Officer) – 07934 361783; steveyfish@hotmail.com

**Accommodation Details:**

Raddison Blu

80 High St,

Royal Mile,

Edinburgh

EH1 1TH

**Room List:**

|  |  |
| --- | --- |
| Rooms | Attendees |
| 213 |  |
| 215 |  |
| 217 |  |
| 302 |  |
| 306 |  |
| 418 |  |
| 420 |  |
| 422 |  |

**Itinerary:**

|  |  |  |  |
| --- | --- | --- | --- |
| Timings | Activity | Any additional cost? | Any further info |
| **Day 1 – Thursday 1st August** | | | |
| 12.34 | Flights: Gatwick - Edinburgh |  | Flight Number:  Meeting point/time:  PLEASE PREPARE YOUR OWN BOARDING PASS  REMINDER: Luggage is capped at one carry-on bad, and one piece of hold luggage |
| 14:00 | Arrival at Edinburgh Airport | £10-15 for taxi | We will walk to hotel from here… happy for groups to arrange taxis if they wish. |
| 15:30 | Check in at hotel |  |  |
|  | **FREE EVENING** |  |  |
|  | If interested, Joe Bloggs & Steve Fish will be going for food at 7.30pm – feel free to join, meet in hotel foyer |  |  |
|  |  |  |  |
| **Day 2 – Friday 2nd August** | | | |
| 08:00 – 10:00 | Hotel Breakfast (pre-paid) |  |  |
| 13:00 | Comedy Show 1 |  | Meet at …………… for 12:00, or at venue for 12:30.  Must collect tickets from Joe/Steve |
| 19:00 | Comedy Show 2 |  | Meet at …………… for 18:00, or at venue for 18:30.  Must collect tickets from Joe/Steve |
| 21:00 | Table Booked at Frankenstein’s Bar |  | Menu found here:  www.--------------------- |
| **Day 3 – Saturday 3rd August** | | | |
| 08:00 – 10:00 | Hotel Breakfast (pre-paid) |  |  |
|  | **FREE MORNING/AFTERNOON** |  |  |
| 16:00 | Theatre Show 1 |  | Meet at …………… for 15:00, or at venue for 15:30.  Must collect tickets from Joe/Steve |
| 23:49 | Flights: Edinburgh - Gatwick |  | Flight Number:  Meeting point/time: |
| 01:00 | Arrive at Gatwick |  |  |