What do I need to consider when planning a field trip?
The field trip checklist below lists some of the factors to consider when planning an academic field trip:
1. Goals and objectives
2. Itinerary and destination
3. Assessment, mitigation, and communication of risks prior to departure
The field trip leader(s) should conduct an orientation session for participants prior to departure. The
type of field trip will dictate the level of detail needed in the orientation, but both verbal and written
communication are essential. Orientation materials should
include:
a. trip destination, purpose, and a travel itinerary (route, rest and meal stops)
b. lodging information
c. transportation information
d. appropriate clothing and/or gear
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f. information about hazards or risks specific to the location and related mitigation measures
g. a summary of activities and the physical requirements participants will need to fulfill to