The Group Trip Checklist

From a footy day out to two weeks in Bali, every group trip runs on the same nine steps. Tick them off and nobody's left wondering who booked what, who's driving, or who still owes for the Airbnb.

1. Pick the crew and a captain

- [ ] Write the invite list, then decide who's definitely in vs. a maybe
- [ ] Choose one captain to keep things moving (and a co-captain for backup)
- [ ] Agree the vibe: chill weekend, big adventure, or a bit of both
- [ ] Set a "yes or no by" date so plans don't drift
- [ ] Add the non-app people too: kids, grandparents, mates without smartphones

Do it in cAPPtain: Create the trip, share the invite link, and add guests for anyone who isn't on the app.

2. Lock in dates

- [ ] Ask everyone for the dates they can and can't do
- [ ] Start with rough dates, firm them up once flights and leave line up
- [ ] Check public holidays, school holidays and big local events
- [ ] Allow for travel time, especially across states or time zones
- [ ] Lock the dates in and tell everyone the moment they're set

Do it in cAPPtain: Everyone drops their availability on the dates screen and the best overlap jumps out.

3. Set the budget and how you'll split costs

- [ ] Agree a rough per-person budget before anything's booked
- [ ] Decide what's shared (stays, fuel, groceries) and what's on you (flights, souvenirs)
- [ ] Choose how to split: equally, by nights stayed, or by who's in
- [ ] Pick who fronts the big bookings, and agree when everyone pays them back
- [ ] Keep a little buffer for the surprises

Do it in cAPPtain: Log each shared cost once and the app works out everyone's share.

4. Book travel and stays

- [ ] Compare a couple of options in the group before anyone hits pay
- [ ] Book flights or transport, and share the booking refs
- [ ] Book the stay. Check beds vs. headcount, parking and check-in times
- [ ] Sort hire cars or car pooling, and who's insured to drive
- [ ] Screenshot or save every confirmation in one place

Do it in cAPPtain: Paste a booking email or snap a screenshot and your flights, stays and car hire fill themselves in.

5. Plan the itinerary and must-dos

- [ ] Collect everyone's must-dos and "would be nice" ideas
- [ ] Put the non-negotiables in first: dinners, tours, tickets
- [ ] Leave free time. Not every hour needs a plan
- [ ] Book anything that sells out (restaurants, tours, tee times)
- [ ] Run a quick poll for the decisions that keep going around in circles

Do it in cAPPtain: Add ideas, vote on the favourites, then drop the winners into the day-by-day itinerary.

6. What to bring

- [ ] Essentials: ID, wallet, phone, chargers, meds, sunscreen and a hat
- [ ] Documents: passports, visas, travel insurance, licences, booking confirmations
- [ ] Gear for the activities: boots, bathers, snorkel, golf clubs, warm layers
- [ ] Shared stuff: esky, speaker, first-aid kit, board games, a power board
- [ ] Decide who's bringing the shared stuff so you don't end up with three eskies and no ice

Do it in cAPPtain: Use What to Bring to claim the shared items, so everyone can see who's got what.

7. Money on the trip

- [ ] Log every shared cost on the day, while you still remember it
- [ ] Keep receipts for the big ones
- [ ] Note who paid and who it was for
- [ ] Check the running balance before the last night
- [ ] Watch for foreign currency and card fees

Do it in cAPPtain: Expenses track who paid what in any currency, and the Money summary shows who owes whom.

8. Day-of logistics

- [ ] Share the meeting point and start time, and who's picking up whom
- [ ] Confirm transport: drivers, seats, parking, tickets
- [ ] Set reminders for anything with a hard start time
- [ ] Check the weather, and have a plan B if it turns
- [ ] Share a group chat so last-minute changes reach everyone

Do it in cAPPtain: Post an event alert and everyone gets the reminder, plus you can see who's going.

9. After the trip

- [ ] Pool everyone's photos in one album
- [ ] Settle up within a week, while it's fresh
- [ ] Thank whoever did the heavy lifting
- [ ] Jot down what worked and what to skip next time
- [ ] Pick a rough date for the next one

Do it in cAPPtain: Upload photos to the trip album, settle up in two taps, then start the next trip.