01 / TRIP BRIEF

Your Hawai‘i trip brief

Agree on the shape of the trip before opening booking tabs. Keep the essentials visible as you compare options.

Fill in a PDF form app, or print and write. Save your own copy.

Trip name / planning group

Travelers, ages, room arrangements and access needs

Possible dates and flexibility

Nights and usable full days

Our top three priorities

Whole-group spending limit + currency

Separate allowance for unexpected costs

Our pace: moves, scheduled time and space for rest

What still needs deciding or confirming?

02 / ISLAND AND BOOKING DECISIONS

Choose the shape of the trip

Shortlist two options around your priorities. First test whether one island can provide the trip you want.

Compare	Option A	Option B
Island and possible base		
Fit with our main priorities		
Airport, routes and transport		
Reason for any move or split stay		

Before committing

Tick only after you have checked.

- [ ] The dates, party size and essential features match.
- [ ] Flights and suitable accommodation are available together.
- [ ] Arrival and departure times leave enough usable time.
- [ ] Airport transfer, priority outings and return routes work.
- [ ] Any accommodation move has a clear purpose.
- [ ] Essential access needs or equipment are confirmed directly.

Preferred option and why it fits

Next decision or question to resolve

03 / COMPARABLE COSTS

Compare the full cost

Use the same dates, group, room needs and currency. Record what each quote includes before adding anything to it.

Dates / nights / travelers	Currency / quote checked on

Write current quoted amounts	Option A	Option B
Accommodation / room		
Quoted total for the stay		
Charges excluded from that quote		
Transport costs that differ by location		
Comparison total		
Refundable deposit or hold - separate		
Refund / payment deadline + time zone		

A consistent comparison

Comparison total = quoted stay total + excluded charges + the transport costs you are comparing.

Add per-night charges for each night and per-stay charges once. Do not add tax or fees already included. Record deposits separately from expected final spending.

Write totals yourself; this sheet does not calculate.

04 / RESERVATION ORGANIZER

Keep the booking details together

Check each place’s official page. Record the release time, local time zone, cancellation terms and where your confirmation is saved.

Reservation 1

Place / provider + official page

Visit date + local time / zone

Booking opens + local time / zone

Cancel by + local time / zone

Cost + included items

Confirmation saved in / reference

Reservation 2

Place / provider + official page

Visit date + local time / zone

Booking opens + local time / zone

Cancel by + local time / zone

Cost + included items

Confirmation saved in / reference

Reservation 3

Place / provider + official page

Visit date + local time / zone

Booking opens + local time / zone

Cancel by + local time / zone

Cost + included items

Confirmation saved in / reference

05 / FLEXIBLE DAY PLAN

Give the day one main plan

Keep room for travel, meals and rest. Print this page again for another day, or save an additional copy before filling it.

Date

Accommodation base / starting point

Main plan or area for the day

Fixed bookings + local times

Getting there and back

Time window	Plans, travel, meals and space for rest

Backup if access, conditions or energy levels change

- [ ] Check current official access, opening times and conditions.
- [ ] Confirm the route, pickup or parking, and the return journey.
- [ ] Read posted signs and follow on-site guidance.

GoHawaii: responsible travel

Ocean Safety: before you go