

Group Travel Itinerary

Date: [Insert Date]

To: [Group Leader's Name]

From: [Your Organization's Name]

Travel Arrangements for Sensory-Sensitive Individuals

Dear [Group Leader's Name],

We have prepared the following itinerary for your upcoming group trip, with a focus on sensory-sensitive travel arrangements to ensure a comfortable experience for all participants.

Departure Details

- **Date:** [Insert Departure Date]
- **Time:** [Insert Departure Time]
- **Location:** [Insert Departure Location]

Transportation

- **Vehicle Type:** [Insert Vehicle Type (e.g., minivan, bus)]
- **Seating Arrangement:** [Insert Details (e.g., flexible seating)]
- **Quiet Zones:** [Insert Availability of Quiet Zones]

Accommodation

- **Hotel Name:** [Insert Hotel Name]
- **Room Types:** [Insert Room Types (e.g., adjacent rooms, low-noise floors)]

Activities

- **Day 1:** [Insert Activity Details with Sensory Consideration]
- **Day 2:** [Insert Activity Details with Sensory Consideration]

Support Services

We have arranged for personal support staff who are trained to assist individuals with sensory sensitivities throughout the trip.

Emergency Contact Information

- **Name:** [Insert Contact Name]
- **Phone:** [Insert Phone Number]
- **Email:** [Insert Email Address]

Thank you for choosing [Your Organization's Name] for your group's travel arrangements. We are dedicated to providing a safe and enjoyable experience for all participants.

Best regards,

[Your Name]

[Your Position]

[Your Organization's Name]