

## Phase Two Task List

Task	In Process	Completed
Prayer always!	x	
Trip objectives finalized		
Team selection final		
Applications received		
Passports verified		
Work permits in process		
Visas applied for		
Travel itinerary set		
Airline reservations made		
Travel insurance obtained		
Verify key costs with host		
Lodging – arrival, ministry site, retreat		
Meals		
Transportation		
Translators		
Calendar issues		
Dates of travel		
Pre trip team meetings		
Send off by church		
Post trip team reunion		
Budget		
Travel costs finalized		
In country costs with host		
Medical supply needs est. cost		
Gifts, celebration dinner, misc		
Medical supply needs		
Team meetings		
Dates		
Agendas		