**Itinerary template for FAM trips**

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| --- | --- | --- |
| **Day 1: [Date]** | | |
| [Destination], [Activity/Tour]  Description: | Company details  Name:  Address:  Email address:  Website:  Phone number: | Social media handles  Twitter:  Instagram:  Facebook:  Hashtags: |
| **Day 2: [Date]** | | |
| [Destination], [Activity/Tour]  Description: | Company details  Name:  Address:  Email address:  Website:  Phone number: | Social media handles  Twitter:  Instagram:  Facebook:  Hashtags: |
| **Day 3: [Date]** | | |
| [Destination], [Activity/Tour]  Description: | Company details  Name:  Address:  Email address:  Website:  Phone number: | Social media handles  Twitter:  Instagram:  Facebook:  Hashtags: |

**Fact Sheet template for media partners**

[Name of company / destination]

*Add a brief description of your company and the services it offers.*

**Facts and figures**

*Add interesting facts and figures about your company or destination. Have you won any awards? Maybe you serve more than 100 customers per day, add anything interesting about your work so that your media writers have something cool to say about your company.*

Find more pictures and videos from the trip in Google Drive *>>*

*For the soft copy version of your fact sheet, create a folder on Google Drive for your pictures and add the link above.*