

Sports team travel planning checklist



Your go-to list for stress-free sports team travel coordination.

Whether you're managing a national tournament or regular season travel, this checklist will help you stay ahead of the chaos and lock in the right details from the start.

Use the checklist that our Travel Managers rely on every day. No matter what you're organizing for a team, this will help you get clear on the details that matter—and avoid the ones that derail everything.

1. Team list & contacts

Confirm full list of travelers: athletes, coaches, trainers, chaperones

Verify legal names match ID/passport for all travelers

Appoint a team lead or main contact for on-the-road coordination

2. Travel itinerary

Lock in departure/arrival windows based on training or match schedules

Build in buffer time for delays, meals, or recovery

Consider rest periods for red-eye or long-haul flights

3. Accommodation & supervision

Ask for meeting rooms, meals, A/V for prep/game planning

Assign rooms by team, gender, age group, or staff/athlete split

Ask if they need special room types (i.e. suites for trainers, etc)

Identify coaches or team leaders responsible for each group

Check hotel location for proximity to venues and amenities

Ask about security at hotel/on the floor (if required)

4. Special requirements

Gather all dietary restrictions, allergies, and rooming or in-room preferences (water, fridge, snacks)

Note any medical conditions or support needs in advance

Request accessible rooms or additional beds where needed

5. Gear & equipment

List all team equipment (e.g. sticks, nets, therapy tables, coolers)

Confirm airline regulations for oversized or fragile items

Plan for early check-in if checking gear

Is any equipment being shipped separately?

6. Transfers & local transport

How will teams get to/from the airport and venue?

Will there be multiple vehicles (e.g. for different teams or roles)?

Do travel times allow for setup, warm-up, and recovery?

Need help pulling this all together?

We've supported sports teams, executives, and event planners nationwide with everything from schedules to seat maps. If it moves, we've managed it..

Talk to a Corporate Traveler expert today.



BOOK A MEETING