

DIY Shore Excursion Planning Worksheet

CRUISE DETAILS

Cruise Line: _____ Ship Name: _____

Sailing Dates: From /___ to /___

Emergency Contact Number for Ship: _____

PORT DETAILS

PORT 1

Port Name: _____ Country: _____

Date of Visit: /___

Ship's Arrival Time: _____ ☐ AM ☐ PM Local Time Zone: _____

All Aboard Time: _____ ☐ AM ☐ PM

Last Tender from Shore (if applicable): _____ ☐ AM ☐ PM

Time Buffer to Allow (min. 60-90 mins): _____ minutes

Must Return to Ship By: _____ ☐ AM ☐ PM

EXCURSION PLANNING

Top Attractions/Sights to Visit:

1. _____ (Distance from port: _____ miles/km)
2. _____ (Distance from port: _____ miles/km)
3. _____ (Distance from port: _____ miles/km)

Transportation Options:

- Walking: Est. time from port to attractions: _____
- Public Transit: Type: _____ Cost: _____ Schedule: _____
- Taxi/Rideshare: Est. cost: _____ App needed?: _____
- Rental: Type: _____ Cost: _____ Reservation #: _____

Tour Operator Research:

- Option 1: Name: _____ Cost per person: _____
 - Rating: ____/5 Number of reviews: _____
 - Contact info: _____
 - Cancellation policy: _____
 - Meeting point: _____ Meeting time: _____
- Option 2: Name: _____ Cost per person: _____
 - Rating: ____/5 Number of reviews: _____
 - Contact info: _____
 - Cancellation policy: _____
 - Meeting point: _____ Meeting time: _____

Selected Option: _____

Booking Confirmation #: _____

Total Cost: _____ vs. Ship Excursion Cost: _____ (Savings: _____)

PRE-PORT CHECKLIST

- ☐ Saved tour operator contact info on phone
- ☐ Saved offline map of port area
- ☐ Printed tour confirmations/tickets
- ☐ Researched local currency needs
- ☐ Local currency obtained: Amount: _____
- ☐ Credit cards notified of travel
- ☐ Downloaded translator app/learned key phrases
- ☐ Checked weather forecast
- ☐ Researched cultural considerations/dress codes
- ☐ Travel insurance covers independent excursions
- ☐ Identified backup plan if primary excursion falls through

KEY LOCAL PHRASES

"Hello": _____

"Thank you": _____

"How much?": _____

"Where is...?": _____

"I need to return to the cruise port by...": _____

RETURN PLAN

Primary return method: _____

Backup return method: _____

Latest departure time from attraction: _____

MEAL PLAN

☐ Eating on ship before/after excursion

☐ Meal included in tour

☐ Planning to eat at: _____ (research completed? ☐ Yes ☐ No)

PORT 2

Port Name: _____ Country: _____

Date of Visit: // ____

Ship's Arrival Time: _____ ☐ AM ☐ PM Local Time Zone: _____

All Aboard Time: _____ ☐ AM ☐ PM

Last Tender from Shore (if applicable): _____ ☐ AM ☐ PM

Time Buffer to Allow (min. 60-90 mins): _____ minutes

Must Return to Ship By: _____ ☐ AM ☐ PM

EXCURSION PLANNING

Top Attractions/Sights to Visit:

1. _____ (Distance from port: _____ miles/km)
2. _____ (Distance from port: _____ miles/km)
3. _____ (Distance from port: _____ miles/km)

Transportation Options:

- Walking: Est. time from port to attractions: _____
- Public Transit: Type: _____ Cost: _____ Schedule: _____
- Taxi/Rideshare: Est. cost: _____ App needed?: _____
- Rental: Type: _____ Cost: _____ Reservation #: _____

Tour Operator Research:

- Option 1: Name: _____ Cost per person: _____

- Rating: ____/5 Number of reviews: _____
- Contact info: _____
- Cancellation policy: _____
- Meeting point: _____ Meeting time: _____
- Option 2: Name: _____ Cost per person: _____
 - Rating: ____/5 Number of reviews: _____
 - Contact info: _____
 - Cancellation policy: _____
 - Meeting point: _____ Meeting time: _____

Selected Option: _____

Booking Confirmation #: _____

Total Cost: _____ vs. Ship Excursion Cost: _____ (Savings: _____)

PRE-PORT CHECKLIST

- ☐ Saved tour operator contact info on phone
- ☐ Saved offline map of port area
- ☐ Printed tour confirmations/tickets
- ☐ Researched local currency needs
- ☐ Local currency obtained: Amount: _____
- ☐ Credit cards notified of travel
- ☐ Downloaded translator app/learned key phrases
- ☐ Checked weather forecast
- ☐ Researched cultural considerations/dress codes
- ☐ Travel insurance covers independent excursions
- ☐ Identified backup plan if primary excursion falls through

KEY LOCAL PHRASES

"Hello": _____

"Thank you": _____

"How much?": _____

"Where is...?": _____

"I need to return to the cruise port by...": _____

RETURN PLAN

Primary return method: _____ Backup return method:

_____ Latest departure time from attraction: _____

MEAL PLAN

- ☐ Eating on ship before/after excursion
☐ Meal included in tour
☐ Planning to eat at: _____ (research completed? ☐ Yes ☐ No)
-

PORT 3

Port Name: _____ Country: _____

Date of Visit: //____

Ship's Arrival Time: _____ ☐ AM ☐ PM Local Time Zone: _____

All Aboard Time: _____ ☐ AM ☐ PM

Last Tender from Shore (if applicable): _____ ☐ AM ☐ PM

Time Buffer to Allow (min. 60-90 mins): _____ minutes

Must Return to Ship By: _____ ☐ AM ☐ PM

EXCURSION PLANNING

Top Attractions/Sights to Visit:

1. _____ (Distance from port: _____ miles/km)
2. _____ (Distance from port: _____ miles/km)
3. _____ (Distance from port: _____ miles/km)

Transportation Options:

- Walking: Est. time from port to attractions: _____
- Public Transit: Type: _____ Cost: _____ Schedule: _____
- Taxi/Rideshare: Est. cost: _____ App needed?: _____
- Rental: Type: _____ Cost: _____ Reservation #: _____

Tour Operator Research:

- Option 1: Name: _____ Cost per person: _____
 - Rating: ____/5 Number of reviews: _____
 - Contact info: _____
 - Cancellation policy: _____
 - Meeting point: _____ Meeting time: _____
- Option 2: Name: _____ Cost per person: _____
 - Rating: ____/5 Number of reviews: _____

- Contact info: _____
- Cancellation policy: _____
- Meeting point: _____ Meeting time: _____

Selected Option: _____

Booking Confirmation #: _____

Total Cost: _____ vs. Ship Excursion Cost: _____ (Savings: _____)

PRE-PORT CHECKLIST

- ☐ Saved tour operator contact info on phone
- ☐ Saved offline map of port area
- ☐ Printed tour confirmations/tickets
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- ☐ Local currency obtained: Amount: _____
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KEY LOCAL PHRASES

"Hello": _____

"Thank you": _____

"How much?": _____

"Where is...?": _____

"I need to return to the cruise port by...": _____

RETURN PLAN

Primary return method: _____ Backup return method: _____
 _____ Latest departure time from attraction: _____

MEAL PLAN

- ☐ Eating on ship before/after excursion
- ☐ Meal included in tour
- ☐ Planning to eat at: _____ (research completed? ☐ Yes ☐ No)

TOTAL SAVINGS CALCULATION

Port	Ship Excursion Cost	DIY Excursion Cost	Savings
1	\$	\$	\$
2	\$	\$	\$
3	\$	\$	\$
4	\$	\$	\$
5	\$	\$	\$
TOTAL	\$	\$	\$

RECOMMENDED PLANNING RESOURCES

- Cruise Critic port forums: www.cruisecritic.com/ports/
- Shore Excursions Group: www.shoreexcursionsgroup.com
- Viator: www.viator.com
- GetYourGuide: www.getyourguide.com
- TripAdvisor: www.tripadvisor.com
- Rick Steves Audio Tours: www.ricksteves.com/watch-read-listen/audio/audio-tours
- GPSmyCity App: www.gpsmycity.com

Notes: Use this space to jot down additional information, special considerations, or research findings.
