



GROUP AIRBNB

Planning Sheet

Good
People
Great Trips



PLAN TOGETHER | STAY TOGETHER | MAKE BETTER MEMORIES



TRIP OVERVIEW

Destination: _____

Dates: _____

of Nights: _____

Total People: _____

of Families/Groups: _____



GROUP MEMBERS

Name	# of People
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



OUR MUST-HAVES

- ☐ Enough bedrooms for everyone
- ☐ Enough bathrooms
- ☐ Kid-friendly amenities
- ☐ Pool / outdoor space
- ☐ Full kitchen
- ☐ Washer & dryer
- ☐ Good location
- ☐ Parking for all cars
- ☐ Within budget
- ☐ Other: _____



AIRBNB OPTIONS COMPARISON

OPTION 1

Listing Name: _____

Link: _____

Location: _____

of Bedrooms: _____

of Bathrooms: _____

Nightly Rate: \$ _____

Cleaning Fee: \$ _____

Service Fees: \$ _____

Taxes: \$ _____

Total Cost: \$ _____

Average per Night: \$ _____

Pros: _____

Cons: _____

☐ Top Choice!

OPTION 2

Listing Name: _____

Link: _____

Location: _____

of Bedrooms: _____

of Bathrooms: _____

Nightly Rate: \$ _____

Cleaning Fee: \$ _____

Service Fees: \$ _____

Taxes: \$ _____

Total Cost: \$ _____

Average per Night: \$ _____

Pros: _____

Cons: _____

☐ Top Choice!

OPTION 3

Listing Name: _____

Link: _____

Location: _____

of Bedrooms: _____

of Bathrooms: _____

Nightly Rate: \$ _____

Cleaning Fee: \$ _____

Service Fees: \$ _____

Taxes: \$ _____

Total Cost: \$ _____

Average per Night: \$ _____

Pros: _____

Cons: _____

☐ Top Choice!



AMENITIES CHECKLIST

INDOOR

- ☐ Full kitchen
- ☐ Large dining table
- ☐ Enough seating for everyone
- ☐ Game room / toys
- ☐ TVs / movie room
- ☐ Good Wi-Fi
- ☐ Washer & dryer
- ☐ Pack 'n play / high chair (if needed)
- ☐ Extra blankets / pillows
- ☐ Other: _____

OUTDOOR

- ☐ Pool (fenced)
- ☐ Hot tub
- ☐ Outdoor seating
- ☐ Grill
- ☐ Playground / yard games
- ☐ Fire pit
- ☐ Dock / water access
- ☐ Covered patio
- ☐ Other: _____



ROOM ASSIGNMENTS

Family/Name	Room # / Bed Setup	Notes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



COST SPLIT

Total Cost (including fees): \$ _____

of Nights: _____

Total Cost ÷ Nights: \$ _____ per night

Family/Name	# of Bedrooms	Total Share
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



IMPORTANT DETAILS

Check-in Time: _____

Check-out Time: _____

Cancellation Policy: _____

Quiet Hours: _____

Parking Limit: _____

Pet Friendly? ☐ Yes ☐ No

Other Rules: _____



TO DO BEFORE BOOKING

- ☐ Read the latest reviews
- ☐ Look for reviews from families
- ☐ Check the house looks like the photos
- ☐ Confirm all fees (cleaning, service, taxes)
- ☐ Make sure it meets everyone's needs
- ☐ Get final approval from the group!



GROUP TASKS

- ☐ Book the Airbnb - _____
- ☐ Split payments - _____
- ☐ Plan meals / groceries - _____
- ☐ Plan activities - _____
- ☐ Bring baby gear - _____
- ☐ Bring beach/pool items - _____
- ☐ Other: _____
- ☐ Other: _____

Same
House
More
Adventures

