



CHECK-IN TEXT PACK

Four messages to keep your people in the loop.

01 / BEFORE LEAVING

Heading to [destination] with [names], via [route]. Check-in: [date / time / zone]. If missed, follow our agreed plan: [steps].

Your ready-to-send message

02 / ARRIVED

Arrived at [place] at [time / zone]. Everyone accounted for: [names]. Next check-in: [date / time / zone].

Your ready-to-send message

03 / PLAN CHANGE

Plans changed: [new route / location]. New return time: [time / zone]. Next check-in: [date / time / zone].

Your ready-to-send message

04 / BACK

Back at [location] at [time / zone]. Everyone accounted for: [names]. We are checked in for the day.

Your ready-to-send message