

TIPS FOR GROUP TRAVEL SUCCESS



step-by-step guide to planning a trip

For any questions, please call **800-565-7236**



1 Qualify Your Group

Ask lots of questions! Find out what your group wants to see, what their interests are, and what budget is appropriate. How much walking can they do? Do they need transatlantic airfare? Details are key. The more information we have, the better we can design an itinerary that matches your group's expectations.



2 Request a Quote

Give us a call or send your request through our web form. After speaking with you personally to make sure we have a full understanding of your group's needs, we will design a tailor-made proposal with preliminary pricing. We will then work with you to make any necessary adjustments and fine tune the proposal.



3 Confirm Group

When you are happy with the proposal and ready to book, the only thing you need to do is pay a \$500 nonrefundable planning fee, which will be deducted from final invoice. We then confirm the hotels and airfare and provide you with a formal confirmation and list of deadlines and any required prepayments for your group.



6 Attention to Detail

At 4 months prior to travel we start to focus on the daily logistics of the itinerary and book the various services. At this time we also ask you to send us a preliminary room list and advise us of any mobility issues, dietary requirements, or other special requests. A non-refundable payment of \$250 per person is now due. Now is the perfect time to discuss any additional services or optional tours.



7 Final Payment

At 2 months prior to travel final payment is due. You can make these payments easily through our website or we can assist you over the phone.



5 Review

At 6 months prior to travel we will contact you to review how sales are progressing and discuss strategies on how or if to proceed should participation not be meeting your expectations. At this state we now collect a \$50 per person nonrefundable deposit.



8 Documents

Our aim is to provide you with final documents 1 month prior to travel. You'll receive a detailed schedule for each day with information on all services, as well as all the names and contact information for anyone assisting your group.



4 Promote Your Trip

Send the trip itinerary and pricing to any committed and potential passengers. Though we do not require any per person deposits until 6 months prior, it is always smart to obtain commitments from your clients. Consider requiring an upfront deposit as participants sign up.



9 We're here for you

While your group is enjoying their trip a Europe based emergency contact is available by phone 24/7 if assistance is needed. This person is very familiar with all the logistics of your itinerary.