

# AGENT REMINDER CHECKLIST

## GROUP TRAVEL

ADVENTURERS' GROUP NAME:

ID:

DESTINATION:

DATES OF TRAVEL:

CONFIRMATION NUMBERS:

- ☐ HAVE CLIENTS COMPLETE BOOKING / PAYMENT FORM ONLINE
- ☐ SEND BOOKING, PAYMENT, RESERVATION AND NONARC BOOKING FORMS TO MAIN OFFICE
- ☐ PUT UADVENTURETRAVEL@GMAIL.COM EMAIL IN SNAP & OTHER RSRVTNS
- ☐ CHECK ALL DOCS/TIX FOR ERRORS BEFORE SENDING TO CLIENTS
- ☐ FORWARD ITINERARY AND TICKETS TO CLIENTS
- ☐ ADVISE CLIENTS WHEN HOTEL OR CAR ARE RESERVED, NOT PAID IN FULL UNTIL ARRIVAL
- ☐ CREATE AND SEND ITINERARIES FOR EACH TRAVELER
- ☐ SEND TRANSPORTATION INFORMATION TO CONTACT PRIOR TO TRAVEL
- ☐ SEND RELEVANT CITY INFORMATION PRIOR TO TRAVEL
- ☐ SEND PACKING LIST PRIOR TO TRAVEL
- ☐ CONTACT CLIENT DAY BEFORE TRAVEL TO OFFER ASSISTANCE
- ☐ MAIL "WELCOME BACK" CARD AFTER CLIENTS DEPARTURE
- ☐ SEND INVITATION FOR FEEDBACK EMAIL TO CLIENTS AFTER RETURN
- ☐ SEND *LUXURY* GIFT FOUR WEEKS BEFORE TRAVEL TO CONTACT (IF APP)
- ☐ SEND GIFT FOR ALL TRAVELERS FOUR WEEKS BEFORE TRAVEL TO OTHERS
- ☐ SEND APP IDEAS FOR TRAVEL TWO WEEKS BEFORE TRAVEL
- ☐ AFTER RETURN, START FOLLOW UP (SEE FOLLOW UP FORM)

THIS FORM SECOND ON RIGHT SIDE COVER OF CLIENTS FILE