AGENT REMINDER CHECKLIST

HONEYMOON

ADVENTURER'S NAME: ID:

DESTINATION: DATES OF TRAVEL:

CONFIRMATION NUMBERS:

- ☐ HAVE CLIENTS COMPLETE BOOKING / PAYMENT FORM ONLINE

- ☐ WHEN BOOKING, ADD HONEYMOON PACKAGE AS PER RESORT INSTRUCTIONS

- ☐ SEND BOOKING, PAYMENT, RESERVATION AND NONARC BOOKING FORMS TO MAIN OFFICE

- ☐ SEND WEDDING INVITE, PICTURE, LICENSE, ETC TO RESORT

- ☐ 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

- ☐ SEND OPTIONS FOR UPGRADES AND ADD ONS TO CLIENTS PRIOR TO TRAVEL

- ☐ SEND TRANSPORTATION INFORMATION TO CLIENTS 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 TRAVEL GIFT FOUR WEEKS BEFORE TRAVEL

- ☐ 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