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LUXURY VACATION PREP CHECKLIST

Concise, elegant, and built for stress-free departures.



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TRIP FUNDAMENTALS

A clear foundation makes every luxury detail effortless—start here.

- ❑ **Traveler details:** Full legal names (exactly as on passports), dates of birth, best phone & email, emergency contact.
- ❑ **Occasion & priorities:** Honeymoon • Milestone • Family reunion • Solo reset • Bucket-list — what matters most?
- ❑ **Timing & flexibility:** Ideal dates plus acceptable windows; school/work blackout dates.
- ❑ **Style & pace:** Relaxed • Active • Adventure • Wellness • Culinary • Culture • Family-forward.
- ❑ **Accessibility & preferences:** Dietary needs, allergies, mobility notes, language support.
- ❑ **Loyalty & benefits:** Airline/hotel/cruise numbers; premium-card travel benefits to leverage.
- ❑ **Budget comfort range:** Overall target and any “splurge” moments to prioritize.

Pro Tip: Share a wish-list and a “please-avoid” list —both will help us shape the perfect fit.



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DOCUMENTS & PROTECTION

Requirements vary by nationality and route; we'll verify specifics for your itinerary.

- ❑ **Passports** valid **6+ months** beyond return; names match bookings; enough blank pages.
- ❑ **Visas/ESTA/eTA** (including transit requirements for connections).
- ❑ **Health & entry:** vaccinations, health forms, or digital passes when required.
- ❑ **Minor travel consent** if one parent/guardian isn't traveling (notarized where needed).
- ❑ **Travel protection** chosen and documented: cancellation, delay/interruption, medical & evacuation; keep policy number and 24/7 assistance line.
- ❑ **Known traveler & loyalty ID's** added to reservations (TSA PreCheck/Global Entry, airline/hotel).
- ❑ **Trip Wallet:** secure copies of passports, visas, insurance, emergency contacts.

Pro Tip: Photograph passports and key docs; store in an encrypted cloud folder shared with your lead traveler.



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SUITES, VILLAS & ROOMS

Right-fit accommodations are the anchor of a seamless trip.

- **Layout needs:** Bed type, extra bathroom, crib/rollaway, separate sleeping area for kids.
- **Location preferences:** High/mid/low floor; quiet vs. near elevators; courtyard vs. city view; midship (ocean) or mid-deck (river).
- **View & access:** Ocean/river/garden/city; Club Level, Butler service, lounge access.
- **Special features:** Private pool/plunge pool, terrace, outdoor shower, fireplace, kitchenette.
- **Accessibility:** Step-free access, roll-in shower, grab bars, proximity to restaurants/amenities.
- **Occupancy & bedding rules:** Connecting vs. guaranteed adjoining; max occupancies and ages.

Pro Tip: For multigenerational trips, a two-bedroom suite can cost less than two premium rooms once perks are factored.



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FLIGHTS & PRIVATE TRANSFERS

Smooth routing and seamless ground moves set the tone for the whole journey.

- **Preferred airports & cabin:** Economy · Premium · Business · First; seat and meal preferences.
- **Schedule style:** Shortest routing vs. lounge time; overnight vs. daytime; buffer night before cruise/tour/safari.
- **Connections:** Sensible minimum times; same-terminal transfers; FastTrack/priority where available.
- **Baggage strategy:** Included allowances; through-checking; porters; shipping service if needed.
- **VIP arrival & private transfers:** Meet-and-greet location, vehicle type/size, child seats, water/Wi-Fi; driver name and contact.
- **Lounge access & contingency:** Lounge options, rebooking rules, disruption assistance numbers.

Pro Tip: Arriving **one night early** for embarkations or escorted departures erases jet lag and stress.



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EXPERIENCES & HOLDS

Reserve coveted moments early; we can always refine as plans evolve.

- **Must-do moments:** Private guides • Wine tastings • Cooking classes • Helicopter tours • Spa rituals • Theme-park VIP days.
- **Dining & entertainment:** Michelin/chef's tables, specialty dining, theater/concerts; dietary notes captured.
- **Active options:** Snorkel/dives, e-bikes, scenic hikes, golf tee times, safari drives.
- **Family & kids:** Clubs, nanny services, character experiences, early dinners.
- **Pace & access:** Shade/cooling breaks, mobility notes, vehicle types, walking distances.
- **Weather-wise backups:** Indoor alternatives and flexible slots for variable conditions.
- **Celebrations:** Cakes, private toasts, photographer sessions, surprises.

Pro Tip: We can **hold** prime options while finalizing plans—ask about protected windows.



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PAYMENTS, POLICIES & DEADLINES

Clarity now prevents surprises later.

- ❑ **Deposit** amount/date and **final payment** deadline confirmed; auto-pay set where available.
- ❑ **Cancellation & change terms** saved to your trip folder (by supplier/fare type).
- ❑ **What's included at a glance:** breakfast • beverages • Wi-Fi • resort fees • park tickets • transfers • gratuities.
- ❑ **Reservation windows:** specialty dining, spa, shore tours, park passes, scenic rail; add to calendar.
- ❑ **Names match passports** exactly on every booking; correction deadlines noted.
- ❑ **Primary payment method** on file and authorized; receipts stored in the Trip Wallet.

Pro Tip: Use one dedicated card for trip charges—easier insurance documentation and concentrated rewards.



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MONEY, TIPPING & CONNECTIVITY

A little prep keeps you connected and confident on the ground.

- ❑ **Bank & cards:** Notify travel plans; carry two cards per adult plus a backup payment method.
- ❑ **Cash & currency:** Small local notes for tips/markets; plan ATM access with bank-affiliated networks.
- ❑ **Tipping norms:** Vary by destination and supplier—cruises may include gratuities; private guides/drivers and butlers are typically tipped separately; porters/housekeeping customarily tipped.
- ❑ **Connectivity:** eSIM or international plan; resort/ship Wi-Fi packages; offline maps & translation apps downloaded.
- ❑ **Safety & security:** Hotel safe use, copies of IDs, emergency contacts and embassy info saved.
- ❑ **Power:** Universal adapters/voltage check; portable battery pack for full-day touring.

Pro Tip: eSIMs keep your home number active for iMessage/WhatsApp and avoid SIM swaps.



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PACKING & PREP

Pack with the itinerary and local climate—not just the calendar—in mind.

- ❑ **Wardrobe:** Smart-casual by day; resort-elegant or gala attire as applicable; respectful dress for cultural sites.
- ❑ **Essentials:** Medications (original containers), prescriptions list, first-aid kit, reef-safe sunscreen, insect repellent, motion-comfort remedies.
- ❑ **Tech:** Chargers, power bank, adapters, camera gear, spare memory, headphones.
- ❑ **Special gear:** Waterproof daypack, binoculars, hiking shoes, snorkel set, theme-park layers/fans.
- ❑ **Luggage strategy:** Bag tags & smart trackers (AirTag/Tile), TSA-approved locks, luggage scale.
- ❑ **Kids' comfort:** Snacks, small activities, headphones, favorite sleep item.

Pro Tip: Pack by outfit/day in cubes; it speeds hotel and ship unpacking dramatically.



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WEEK OF DEPARTURE

Final confirmations and a little organization make departure day effortless.

- ❑ **Online check-in** for flights/cruise/resort/rail; seats confirmed; digital passes saved.
- ❑ **Transfers & tours reconfirmed**; share any flight changes with drivers/guides.
- ❑ **Weather check** for every stop; adjust wardrobe and gear.
- ❑ **Documents centralized**: passports, visas/ESTA, insurance, confirmations, contact list.
- ❑ **Apps installed**: airline, hotel/cruise, transfer, maps, translation; notifications enabled.
- ❑ **Home prep**: pet/house care arranged; mail/parcel hold; thermostat & timers set; bills scheduled.

Pro Tip: Keep medications, documentation, a change of clothes, and valuables in your **carry-on**.



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DAY OF TRAVEL

Breathe in, wheels up. You're en route to something wonderful.

- ❑ Arrive early (guideline: **3 hours international, 2 hours domestic**, unless otherwise advised).
- ❑ Keep passports, boarding passes, and electronics easily accessible for security.
- ❑ Hydrate, stretch, and make use of lounge access where available.
- ❑ On arrival, meet your **pre-booked driver** at the agreed point before exiting the terminal.
- ❑ Share a quick "arrived" message so concierge monitoring can assist if needed.
- ❑ In case of disruption, contact the 24/7 assistance number on your insurance or supplier docs.

Closing line: We're here for you from first idea to welcome-home.



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