

CONTRACT NEGOTIATIONS

Request, review and discuss **wedding** contract

- V Request, review and discuss **room** contract (includes room pricing, key dates, concessions, cancellations, terms and agreements)
- V Manage signed contracts (includes room nights, pricing, deposits, payments and attrition)

VACATION DESIGN & BOOKING

Design Wedding Management Worksheet, booking templates and Excel spreadsheet for capturing guest information

- V Design Newsletter and share wedding information to guests (resort information, room categories, deposit information, contact information)
- V Design Website Content with **collapsible** menu and links for guests
- V Arrange wedding preview and booking accommodations for preview
- V Reserve room for couple and make room deposit for group
- V Create and manage Events and Event Time-lines

NOTIFICATION & TRAVEL

Distribute newsletter to guests about wedding and booking process

- V Arrange conference calls as needed to discuss travel arrangements
- V Manage unique booking needs for each guest and reconcile deposits, payments, balances and final payment by appointed dates
- V Design and deliver wedding updates and travel information to guests (including passport and payment reminders, flight information etc)
- V Reconcile deposits, payments and balances
- V Manage booking details, invoicing, rooming list and transfer options

DAY OF EVENT SERVICES

Travel with group to coordinate transfers and check-in (additional paid services)

Assist in making sure events are perfectly coordinated

Provide onsite support as needed (additional paid service)

OTHER PACKAGE INCLUSIONS

Travel components of Epic Honeymoon Package

Contact Us Today at 770.469.7370
to get started or email us at judith@whitesandtravel.net