



## TRAVEL PARTNER POST-BOOKING CHECKLIST

### ☐ PRE-CRUISE PLANNER

Have clients log-in to [RoyalCaribbean.com/CruisePlanner](https://RoyalCaribbean.com/CruisePlanner) or visit the Royal Caribbean app to purchase and make reservations:

#### AFTER DEPOSIT PAID

- Dining Reservations

#### 1 YEAR PRIOR TO SAILING

- Beverage package

#### 9 MONTHS PRIOR TO SAILING

- Shore Excursions
- Internet packages

#### 8 MONTHS PRIOR TO SAILING

- Specialty Dining

#### FIRST DAY OF THE MONTH

#### PRIOR TO SAILING

- Entertainment

### ☐ CHECK-IN (45 DAYS PRIOR TO SAILING)

Check-in can be done by logging into [RoyalCaribbean.com](https://RoyalCaribbean.com) or via the Royal Caribbean app. Guests will need to gather the following information:

- Reservation number
- One form of identification (passport, birth certificate, etc.)
- Home address
- Emergency contact
- Credit Card
- Select arrival time
- Guests can print their own luggage tags and edocs after logging into [RoyalCaribbean.com](https://RoyalCaribbean.com) > View more details

### ☐ PREPARE THE HOUSE

Helpful tips for your clients to keep their home safe while on vacation:

- Put lights and/or radio on a timer
- Have someone get the mail
- Check thermostat settings
- Unplug or turn devices to the "off" setting
- Throw out perishable items
- Turn water off (especially in winter months!)
- Keep track of house keys
- Arrange for pet care

### ☐ TRAVEL DOCUMENTS

Make sure your clients have their required documentation:

- Driver's License + Birth Certificate
- Passport
- Visa
- Permanent Residence Card
- Naturalization Certificate
- Country Vaccinations
- If any pre/post transfer or travel plans have been made for your clients, make sure they have all those details.

### ☐ WHAT TO PACK

Make sure they pack the correct items for each night when sailing:

(Note: They can check the Royal Caribbean App daily agenda for their sailing to see the nightly theme prior to sail date)

First day — If checking large luggage with the porters, pack a small carry-on bag with the following:

- Travel Documents
- A change of clothes
- Bathing suit
- Any medications you may need
- Socks (if planning on ice-skating)
- Charging cords

#### Dinner attire

#### 5 nights or shorter:

- Resort Casual Nights: Jeans, polos, golf or bermuda shorts, t-shirts, blouses or sundresses (no swimwear)
- Dress to Impress: Collared shirts, dresses, skirts, blouses and pantsuits, jackets, tuxedos/formal wear, sports coats and blazers

#### 6 nights or longer:

- Casual Nights: Jeans, t-shirts, polos, sundresses and blouses (no swimwear)
- Smart Casual: Dress to impress with jackets, sports coats, blazers, collared shirts, dresses, skirts and blouses
- Formal Night: Suits and tuxedos, cocktail dresses or evening gowns

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3 – 5 Nights	1
6 – 10 Nights	2
11+ Nights	3

