

GROUPS PROGRAM CHECKLIST

PROGRAM INFORMATION

Ship:		Group ID:		Travel Partner/Corp Direct:	
Sail Date:		Group Name:		Group Leader:	
# of Nights:		Group Type:		SPA:	
Itinerary:				BDM or CSM:	

There are many ways you can enhance your group program.

Please indicate if you are interested in information on any of the below to enhance your program.



SUBJECT	<input checked="" type="checkbox"/>	COMMENTS
Event Planning		
Meeting Space requirements (days/times/# of guests) along with F&B AV, Entertainment requirements		
Receptions/Award Ceremonies (days/times/# of guests) along with F&B AV, Entertainment requirements		
Hospitality Desk (days/times, set up required)		
Team Building Events (shipboard or onshore, days/times/type of event)		
Culinary and Beverage		
Beverage Packages (Liquor, Soda or Wine and Dine Packages)		
Dining Room Seating (Group dining available in main restaurants; Round Robin dining available with pre-paid gratuities). Will Table Tent Cards be provided?		
Specialty Restaurants (Group Reservations, Group Buy Out)		
Logo Items (Ice Carving for Receptions, Napkins, Banner, Sea Pass Cards, Cruise Compass, Door Plaques, etc)		

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SUBJECT	<input checked="" type="checkbox"/>	COMMENTS
Embarkation and Debarkation		
Shipping Information (will you be shipping any materials to the vessel for registration, meetings, turndown gifts, etc.)		
Onboard Storage Requirements		
Hospitality Desk (days/times, set up required)		
Onboard Pre Con Meeting (Names and titles of all people attending pre con meeting)		
VIP Check in or Early Boarding Needs (names of guests)		
Downlining (Names of guests, port of debarkation)		
Departure Needs (Group Departure, VIP departure, Offloading of equip., boxes)		
Communication Services		
Dect Phones (for travel staff or program VIP's)		
IT needs (internet packages, band with requirements, etc)		
Specialty Restaurants (Group Reservations, Group Buy Out)		
Logo Items (Ice Carving for Receptions, Napkins, Banner, Sea Pass Cards, Cruise Compass, Door Plaques, etc)		
Other Services		
Photography/Videography		
Group Shore Excursions		
SPA services		
Gifts & Gear Request		
Stateroom Deliveries		
Onboard Stateroom Credits		
Master Account		
Cash Advances		
Loyalty Ambassador Needs		
Site Inspection		
Final Review of program (2 weeks prior to sailing)		
Any other Special Requests		

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