

SUCCESSFUL GROUPS STEP BY STEP

GROUPS REFERENCE GUIDE

	DEPOSIT GROUP	NO DEPOSIT GROUP
30 DAYS FROM CREATION	<ul style="list-style-type: none"> Pay initial group level deposit – agency funds Apply group rewards GAP points 	—
180/120 AUTO REVIEW	<ul style="list-style-type: none"> Name and deposit at least 1 booking to retain group inventory Groups without any space sold will auto cancel 	<ul style="list-style-type: none"> Name and deposit at least 1 booking to retain group inventory Groups without any space sold will auto cancel
FINAL OPTION – 120/90 DAYS TO SAILING	<ul style="list-style-type: none"> All names and deposits due Unsold inventory automatically released 	<ul style="list-style-type: none"> All names and deposits due Unsold inventory automatically released
FINAL PAYMENT	<ul style="list-style-type: none"> Final payment due (including Amenity, PPGR, Group Shorex, Transfers, etc.) Full legal names, date of birth, citizenship required Validate payment cross reference to bookings Finalize GAP selection Call to agency for review GFS and Amenity letter sent to agency 	<ul style="list-style-type: none"> Final payment due (including Amenity, PPGR, Group Shorex, Transfers, etc.) Full legal names, date of birth, citizenship required Validate payment cross reference to bookings Finalize GAP selection Call to agency for review GFS and Amenity letter sent to agency
45 DAYS TO SAILING	<ul style="list-style-type: none"> 45 DTS: Dining form sent to agency 35 DTS: Dining form returned to RCI 21 DTS: Dining tags finalized 	<ul style="list-style-type: none"> 45 DTS: Dining form sent to agency 35 DTS: Dining form returned to RCI 21 DTS: Dining tags finalized
21 DAYS TO SAILING	<ul style="list-style-type: none"> Call to finalize group GFS sent to agency 	<ul style="list-style-type: none"> Call to finalize group GFS sent to agency
10 DAYS TO SAILING	<ul style="list-style-type: none"> Run a final GFS for your records 	<ul style="list-style-type: none"> Run a final GFS for your records
7 DAYS TO SAILING	<ul style="list-style-type: none"> FIT to group transfer will not receive GAP 	—

***Remember— Inventory allocated or named at any point prior to the final option date will require full deposit within 30 days.*

***Royal Caribbean action items Agency action items*

Book your next group adventure today!

