



Planning Travel: Guest Checklist

When arranging Hotel, Air and other Travel for discerning Individuals or Groups, it is important to have a complete list of pertinent contact details, preferences and allergies.

If you require details for more than 5 people, a great way to collect such information is via a survey link that attendees (or their assistants) can complete. Once you have the information, you can confirm accuracy in the years to come without requiring a survey.

Payment Details

When confirming Travel arrangements, a credit card will be required to guarantee and/or pay deposits. If the Host will not use their credit card for all guarantees or deposits, ask your vendors about a simple, PCI compliant payment collection method.

Guest Checklist

*Do not wait until reservations have been confirmed to collect attendee Headshots, Allergies or Preferences. To execute an exceptional event, consider attendees needs from the very beginning:

- Attendee Name
 - As Listed on Their Passport or other form of Identification
- Assistant details of Attendee, if applicable
 - Name, Phone Number (Day, Mobile), Email Address and Mailing Address
- Headshot, at least of VIPs*
 - Imagine having the group's Decision maker walk into the host Hotel and be greeted by name without any assistance. Talk about a WOW moment!
- Guest(s) of Attendee
 - Every guest's information must be listed, but include details of a guest's attending spouse or partner
- Attendee Contact Details



- Name, Phone Number (Day/Mobile), Email Address and Mailing Address
- Attendee Company
- Attendee Title
- Preferences*
 - Near/Away from an Elevator, High/Low Floor, Foam/Feather Pillow
 - Dining: Kosher, Vegan
- Allergies*
 - Gluten Free, Nuts
- Loyalty Program Numbers
 - For Hotel, Transportation and/or Air partners (Even independent Hotels can be affiliated with larger Hotel programs)
 - If guests will not receive points for their flight or stay, ask the partner if they would still like the loyalty program number as it will often allow the Travel partner to further personalize their experience (i.e. ensure access to Hotel's Keyless Entry)
- Booking Air?
 - Let Vosant Meeting's Air desk handle all the pesky details, the nominal booking fee will be well spent
 - If your event takes place after October 1, 2020, or after January 22, 2018 for non-compliant states without extensions, your State ID may no longer be valid for Domestic air travel. See more at <https://www.dhs.gov/real-id-public-fags>
 - Share arrival and departure flight numbers to allow your Vendors to coordinate a warm welcome and fond farewell

Attendee						Passport			
Guests Name (as listed on Passport)	Trusted Traveler/GOES details	DOB	Preference (Seat & Meal)	Gender	Nationality	No.	Issuing Country	Expiration Date	Valid for 6 months after departure?