Your Exploration Guide

Presented by

ELITE EXPLORERS

WHERE ADVENTURES BECOME REALITY

GATEWAY TRAVEL

• PARTNER •

A checklist from planning your trip to returning home



Time to Plan Your Exploration

Your vacation is something to look forward to. This guide will help you prepare, keep important details together, and enjoy your time away. If you have any questions, please give us a call.

As soon as you book Check traveler names, travel dates, room details and all confirmations. Tell us right away if anything needs correcting.

Record deposit and final-payment dates, along with cancellation and changing deadlines.

Tell us about walking limitations, accessibility needs, food allergies or special requests so we can ask the supplier about available arrangements.

Review what is included in your booking and what you will pay separately.

Read your itinerary and supplier documents.



Prepare Your Travel Documents

For international travel Check the official entry and transit requirements for your nationality and every country on your route. Confirm passport validity, visas and any required authorizations.

Review destination guidance at travel.state.gov and confirm requirements with the destination government and your airline. Recheck before departure.

Keep secure copies of your passport and confirmations separate from the originals. Leave an itinerary with someone you trust.

Keep your documents handy. Carry your required identification, tickets, hotel or tour vouchers and transfer instructions where you can reach them.

Download documents for offline use. Keep a printed copy of essential details in case your phone is unavailable.

Check any additional documentation needed for children or travelers with different citizenships.



Protect Your Trip and Plan Ahead

Before important deadlines Review travel protection options, purchase deadlines, coverage limits and exclusions. Ask the insurer about anything you do not understand.

Save the insurer assistance number and policy number. Check the steps to request assistance or make a claim.

Confirm your transportation to and from each airport, hotel or tour meeting point. Allow time for connections and delays.

Check with your healthcare professional about destination-specific preparation and your medication needs. Verify destination rules before carrying medication abroad. Keep medications in your carry-on in their original, labeled containers, and bring copies of your prescriptions. Pack enough for your entire trip plus a few extra days in case of delays, where permitted. Check your destination's rules before traveling, as some medications allowed in the United States may be restricted abroad.

Set a comfortable budget Allow for meals not included gratuities, excursions, local taxes, transportation and personal purchases.

Check card fees accepted payment methods and access to local currency. Plan phone service and Wi-Fi before leaving.



Prepare for Your Exploration

Confirm where and when the tour begins, including the first meeting and any welcome activity.

Read the daily itinerary. Ask about walking distances, stairs, uneven surfaces, early starts and time on the coach.

Check the tour operator’s luggage limits as well as airline limits. They may differ.

Confirm included meals, sightseeing and admission tickets. Decide which optional excursion you would like to reserve.

Check hotel changes and see how luggage is handled. Keep daily essentials in a small bag.

Ask about tipping guidance for your tour director, driver and local guides.

Save the tour contact number and understand what to do if you arrive late or become separated from the group.

Enjoy your free time. Choose a few things you would like to see and leave room to explore at your own pace.



All-Inclusive Package

Review your package carefully. Confirm which restaurants, drinks, activities and transportation are included.

Check dining reservations, dress codes and any restrictions for specialty restaurants.

Ask about premium dining, spa treatments, excursions and other services that cost extra.

Confirm your room category, bedding and any requested arrangements. Requests depend on supplier confirmation and availability.

Review the resort tipping policy and any local charges or deposits due on arrival.

Read your transfer voucher. Confirm the authorized provider, meeting point and contact number before you travel.

Pack a change of clothes and essentials in your carry-on in case your room or checked bag is not ready.

Once you arrive, review the activity schedules and make any reservations you need. Leave time to relax and enjoy the setting.



Pack and Prepare to Leave

One to two weeks before departure

Confirm final payments and review updated flight, hotel, tour and transfer details.

Check the expected weather and planned activities. Pack comfortable shoes, layers and any required dining attire.

Review baggage size and weight limits for every part of your journey.

Pack chargers and destination-appropriate plug adapters. Check voltage compatibility before using electrical devices.

Keep medication, travel documents, valuables and an essential change of clothes in your carry-on.

Arrange care for your home, mail and pets. Share your itinerary and contact details with someone you trust.

Before you head to the airport Check flight status and airline check-in instructions. Allow the arrival time recommended by your airline and airport.



.

Arrive and Settle In

At your destination Follow your confirmed transfer instructions and verify the provider before leaving with a driver. Call the number on your voucher if you cannot find your transportation.

At check-in, review room details, including services, any deposit and charges payable locally.

Confirm your first tour meeting or resort orientation. Check the local time and set your phone accordingly.

Save the hotel address, front desk number and local assistance contacts.

If something is not right, speak with the hotel or tour representative promptly and contact Elite Explorers so we can help.

Make yourself comfortable!

Take a little time to get settled. Find your meeting point, check the next day's plans and decide what you would like to do first. Your vacation does not have to feel rushed.



.

Enjoy Your Time Away

Balance planned activities with time to rest. Wear footwear suited to the day and prepared for the weather.

On tour days, confirm meeting times and locations before leaving the group.

Before making an excursion, confirm the operator, activity requirements, what is included and the return arrangements.

Keep your passport and valuables secure. Carry the hotel details and only what you need for the day.

Follow local guidance and posted rules for beaches, pools and outdoor activities.

Keep receipts for extra purchases and any unexpected expenses. If a problem affects your trip, report it promptly and keep supporting records.

Make it your own Try a local meal, explore a neighborhood or find a quiet place to enjoy the view. Some of the best memories come from leaving a little time open.



Plan a Smooth Return Home

Before your last day Reconfirm your departure transfer, pickup location and flight details. Allow the transfer time advised by your provider.

Check the hotel checkout and luggage-storage arrangements if your flight leaves later.

Review your room account and ask about any unfamiliar charge before leaving.

Pack carefully and check the room, drawers, safe and charging outlets. Keep documents and essentials with you.

Review applicable customs and declaration requirements for your return. See cbp.gov/travel for U.S. arrival guidance.

When you get home, Please let us know how your vacation went. We would love to hear what you enjoyed and anything we can help improve for your next trip. Keep receipts and documents until any outstanding matter is resolved.



Your trip details

Your adventure Traveler names

_____

Destination and travel dates _____

Tour operator or resort _____

Booking confirmation _____

Final payment date _____

Your transportation Airline and flight numbers

_____

Arrival transfer contact _____

Return pickup time and location _____

People who can help Hotel or tour contact

_____

Insurance assistance and policy _____

Emergency contact at home _____

Helpful Contacts and References

Thank you for allowing Elite Explorers to be part of your journey. If you have questions before you leave or need assistance while traveling, please give us a call.

Your Next Adventure Starts with One Conversation.

Elite Explorers is here to help

Picayune, MS (769) 242-1527 • Covington, LA (504) 390-2934
Slidell, LA (504) 495-5810 • Boston, MA (203) 641-6447
www.elite-explorers.com • info@elite-explorers.com

Where Adventures Become Reality

Useful resources International travel preparation: travel.state.gov

U.S. return guidance: cbp.gov/travel

Trip arrangements: your supplier documents and official destination guidance.
Requirements and services vary by destination and supplier.
Confirm details for your own booking before departure.
In an emergency, contact local emergency services first.

Independent Travel Agency Disclaimer

Elite Explorers is an independent travel agency and is not owned, operated, sponsored, or endorsed by any cruise line, theme park, resort, airline, or other travel supplier referenced in this guide.

All company names, trademarks, and logos remain the property of their respective owners. References and images are provided for informational and travel-planning purposes only and do not imply an official affiliation or endorsement.

Travel policies, prices, availability, and requirements are subject to change. Always confirm current information with Elite Explorers and the applicable travel supplier.

