

# HOW TO BOOK *Just Our Crew*

11 steps to make your private group adventure a success!

## Step 1:

Select a trip to promote as your crew's exclusive departure with Just Our Crew.

## Step 2:

Choose a departure date that fits your crew's schedule. We recommend a trip at least 10-12 months away.

## Step 3:

Do you want to customize your adventure in any way? Would you like to slow down the pace and add a few extra nights here or there? How about including a few more meals? Let our team know, and we'll help you craft your dream adventure.

## Step 4:

Review and sign your Group Proposal. Be sure to note payment dates and any special terms. Once signed, we'll confirm your group and you'll be good to go!

## Step 5:

Spread the word about your custom adventure! Do you need any marketing assets to assist in your trip promotion? We can assist you with assets like a PDF Trip Flyer, Email Template (copy + image), Social Media Posts, Destination Images, Written Content, Facebook live/presentations, and any other promo content you might need for your website!

## Step 6:

Have interested travelers? You will be assigned a Reservations Agent to assist any members of your community that want to travel with your crew. They simply call our Reservations Team directly to book into your Just Our Crew adventure.

## Step 7:

Earn a free trip! Once you have a minimum of 6 travelers booked, your trip is confirmed as a go! You can continue promoting your adventure, and if you end up with 15 full-paying travelers, the 16th spot is FREE!

## Step 8:

Time to get final payment sorted. Everyone's final balance will be due 60 days prior to departure. Our Reservations Team will again assist you with collecting final payments from your crew.

## Step 9:

Pre-departure documents coming your way! Approximately 2-3 weeks prior to departure, your pre-departure e-docs will be sent to you and your crew. These docs will help you with everything you need to know in the final few weeks before you travel with your group.

## Step 10:

IT'S TRAVEL TIME! It's time for all your hard promotional work to pay off when you board the plane and join your crew on your private group adventure of a lifetime. Share pictures and video across your channel(s) and spread the word about your experience with your fellow travelers.

## Step 11:

Where to next? When you return from your adventure, reconnect with your travelers a few days/weeks later, share pictures, stories and make sure to share where you're traveling next with Club Adventures.