



# How I Work

## *Your Travel Planning Partner*

Travel should be exciting and stress-free. My job is to take care of the details so you can focus on the fun. From the first conversation to your return home, I'll guide you through the process and be there whenever you need me. Here's what working together looks like:

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## The Planning Process

### **Step 1: Connect & Discover**

We'll begin with a conversation — by phone, video, or email — so I can get to know you, your travel style, and your goals. I'll ask the right questions about your preferences, must-sees, and budget to make sure your trip is tailored just for you.

### **Step 2: Research & Design**

I'll use your wish list as my guide and dive into researching the best options. From flights and accommodations to tours and extras, I'll curate a customized proposal using my knowledge, experience, and trusted travel partners.

### **Step 3: Review & Refine**

You'll review the proposal, and together we'll fine-tune it until it's exactly what you're looking for. This collaborative step ensures your trip feels both exciting and worry-free.

### **Step 4: Book & Confirm**

Once you approve the plan, I'll handle all the bookings and send you a confirmation packet with every detail organized in one place — flights, hotels, transfers, excursions, and insider tips.

### **Step 5: Travel with Confidence**

Before you leave, I'll send a final travel email with confirmations, reminders, and helpful advice. While you're traveling, I'll be available if you need support, so you can relax knowing someone has your back.

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## Communication & Expectations



- **Email First:** I work primarily by email for non-urgent items. This creates a clear written record of our conversations and helps me keep every detail organized.
  - **Response Time:** I reply to emails and messages within 1–2 business days. If something comes up while you're traveling, I'll prioritize urgent needs right away.
  - **Final Trip Details:** About 7–10 days before departure, I'll send a detailed "final trip details" email with a full rundown of your itinerary, confirmations, and helpful tips.
  - **Online Itinerary Access:** Once your trip is booked, you'll have access to my online itinerary builder — a convenient place where you can review your plans anytime, anywhere.
  - **Final Payments:** I'll keep track of supplier deadlines and send you a reminder about 2 weeks before your final payment is due. A few days before the deadline, I'll reach out to collect payment details. Please note that final payment dates vary depending on the trip type and supplier.
  - **Emergency Contact:** A few days before departure, I'll share my direct phone number and emergency contact details so you'll have 24/7 support while you're away.
  - **Appointments:** If you prefer to talk face-to-face, I reserve time on my calendar for non-urgent phone or video calls. Just let me know, and I'll be happy to schedule a time.
  - **Office Hours:** 9 am – 6 pm CT, Monday–Friday. Messages received outside these hours will be answered the next business day.
  - **Updates You Can Expect:** I'll check in with you at key points — after our first consultation, when your proposal is ready, once your bookings are confirmed, and again before your departure.
  - **Ongoing Support:** Even after booking, I'll keep an eye on your reservations and alert you if there are important changes.
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## Planning Fees

For certain trips — especially highly customized itineraries, international travel, or complex multi-stop journeys — I charge a professional planning fee. This fee reflects the time, research, and expertise it takes to design a trip that's truly tailored to you. After our initial consultation, I'll let you know if a fee applies before moving forward.

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## My Promise to You

- I'll treat your vacation as if it were my own.
- I'll handle the logistics so you can focus on enjoying the experience.
- I'll be your advocate before, during, and after your trip.

✨ *My goal is simple: for you to relax, enjoy, and create unforgettable memories — while I take care of the details.*