

# Destination Wedding Guide

Brought to you by The Island Life Agency

I. Client Intake: Information to Collect from Bride & Groom  
  
1. Basic Details  
- Full names, contact info (email, phone)  
- Desired wedding date(s)  
- Preferred destination(s)  
- Estimated guest count  
- Wedding budget range  
  
2. Wedding Preferences  
- Ceremony type (civil, symbolic, religious)  
- Style (beach, garden, gazebo, etc.)  
- Private vs. semi-private reception  
- Wedding package features (photography, décor, DJ, etc.)  
  
3. Travel Preferences  
- Departure airport(s)  
- Room category/budget per night  
- Preferred length of stay  
- Travel dates (pre/post wedding)  
  
4. Legal Requirements  
- Are they legally marrying abroad or doing paperwork at home?  
  
II. Selecting the Right Resort  
  
1. Research Based on Preferences  
- Resort rating & amenities  
- Adults-only vs. family-friendly  
- Group-friendly policies (group perks, comps)  
- On-site wedding coordinator services  
  
2. Confirm Wedding Availability  
- Contact the resort wedding department directly  
- Confirm if the desired date/time is available  
- Ask about backup options (rain plans, second choices)  
- Hold the date if possible (some resorts allow a soft hold)  
  
III. Coordinating with the Resort Wedding Department  
  
1. Point of Contact  
- Establish the main wedding coordinator at the resort  
- Introduce yourself as the travel agent supporting the couple  
  
2. Wedding Package Coordination  
- Share client’s wedding vision & preferences  
- Get updated pricing, inclusions, and custom options  
- Track payment timelines and documentation  
  
3. Ongoing Communication  
- Maintain a log of all email/phone conversations  
- Update the couple regularly on progress & resort correspondence  
  
IV. Guest Management & Bookings  
  
1. Communication  
- Create a wedding website or digital info packet  
- Include travel dates, resort info, room rates, RSVP deadline, booking instructions  
  
2. Booking Process  
- Set up a group booking with the resort and/or tour operator  
- Manage flight + hotel packages for each guest  
- Offer travel insurance options  
  
3. Room Block Management  
- Monitor room inventory  
- Track guest confirmations  
- Coordinate payment deadlines and rooming lists  
  
V. Flights, Transfers & Optional Excursions  
  
1. Flights  
- Assist in finding group rates or individual bookings  
- Offer multiple airport options if guests are from different areas  
  
2. Airport Transfers  
- Arrange shared or private transfers  
- Confirm arrival/departure manifests  
  
3. Optional Excursions  
- Offer group excursions (catamaran cruise, ziplining, cultural tours)  
- Customize options for different guest interests  
- Coordinate with local DMCs (destination management companies)  
  
VI. Staying Organized as the Agent  
  
1. Tools  
- Use a CRM or project management tool (e.g., Trello, Asana, or Excel)  
- Create folders: couple info, resort details, guest list, payments, flights, emails  
  
2. Checklists  
- Create master checklists for:  
 - Pre-wedding planning  
 - Booking phases  
 - Final week preparations  
  
3. Timelines  
- Establish clear timelines for:  
 - Wedding planning milestones  
 - Booking deadlines  
 - Travel document collection  
  
4. Guest Tracker  
- Include names, room types, payment status, travel dates, flight info  
  
VII. Final Touches  
  
- Send a pre-travel email 2–3 weeks before departure:  
 - Flight details  
 - Resort contact  
 - Weather/tipping advice  
 - Wedding event schedule  
- Provide in-destination support if needed or share emergency contact numbers