

**Trip Planning Process & Steps**

1. **Select Travel Destination(s)**
2. **Build Custom Itinerary: Must Do’s, Requests, Preferences**
3. **Book Carefully Selected Accommodations**
4. **Develop Detailed Itinerary & Coordinate Logistics**
5. **Book Activities, Tours, Tickets & Classes, etc.**
6. **Recommend & Reserve Restaurants**
7. **Confirm Reservations & Finalize Details**
8. **Review Pre-trip Checklist**
9. **Provide Support While Traveling**

**Notes:**

* **Each step may require multiple discussions and/or sessions as needed.**
* **Reservations can be made during “booking sessions” or on-line support.**
* **It is estimated that it takes approximately 5 hours per travel day to properly plan a European vacation.**



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