

2022



Elements
Travel and Tour

INTRODUCTION HANDBOOK

This handbook will tell you
everything you need to know about
planning travel with Elements Travel and Tour

WWW.ELEMENTSTRAVELANDTOUR.COM



Hello & Welcome!

My name is Catherine Collins, and I'm the owner and travel designer at Elements Travel and Tour. If you're here, it means you are in the early stages of planning a vacation that must be really important to you, and I'm so glad you've reached out.

For me, traveling isn't just about taking pictures and checking places off of a bucket list. Travel is about choosing to invest in your most important relationships, deliberately slowing life down, and letting the magic of a place inspire you. Helping my clients create meaningful memories that they will reflect on often and carry with them for the rest of their lives is why I do what I do.

It's never just about the logistics of travel (although I handle that, too). It's about getting to know you and making sure you spend time making memories - which is why each element of what we do is important.

Did I say I'm glad you're here? Because I am.
Welcome to the Elements Travel and Tour Experience.

-Catherine



PACKAGE OPTIONS

Planning Fee & Package Options

Why We Charge Fees

The process of consulting with you, then researching and crafting a customized proposal that reflects your travel goals takes time. We want this to be YOUR trip. Not a cookie cutter itinerary dictated by supplier's commissions. This allows us the flexibility to curate travel elements that may be best for you without regard to commissions paid by suppliers.

What is Included in the Fees*

Our trip planning fees cover the time spent researching elements of your trip, developing, presenting, and revising a proposal to create the perfect customized itinerary, booking and managing all components, and support while traveling. Because it covers the initial research and time spent on the proposal, this fee is non-refundable and will be charged regardless of whether a client books a trip with us.

*Fees are based on up to 6 travelers in the same household. Trips that include AirBnB, VRBO, or Villa bookings will be subject to an additional \$200 fee to account for additional time needed to research and vet these properties.

Planning Fee & Package Options

Initial Travel Planning Consultation

Your initial intake consultation is complimentary. We will discuss your travel dreams, expectations, and budget during this consultation. After this meeting, if you choose to proceed with travel planning, we charge the fees outlined below.

Cancellation Fees

A cancellation fee of \$50 per traveler will be charged if you need to cancel for any reason after booking. If you need to rebook your travel for a later date, a \$200 rebooking fee will apply.

Planning Fee & Package Options

Hotel Only

No Fee

If you already know the hotel you want to book and the dates and simply want to take advantage of our network of suppliers.

\$150 per Destination

If you know the location, but need assistance researching the accommodations that fit your needs. After discussing your hotel preferences, we will present you with 3 to 5 options. Any further research will potentially be subject to additional fees.

Cruises, Group Tours & All-Inclusive Resorts

If you are interested in booking a cruise, group tour package or trip to an all-inclusive resort using one of our suppliers, a fee of \$150 per week of travel applies. Additional concierge services and itinerary planning outside of the tour packages are available upon request, subject to the fees provided below.

Planning Fee & Package Options

Customized Travel Itineraries

Trips from 1 to 4 Nights	\$250
Trips from 5 to 7 Nights	\$350
Trips from 8 to 10 Nights	\$450
Each Additional Night Over 10	\$50

Concierge Services

Our Customized Travel fees include all air and lodging arrangements, trains, transfers, and activities included in packaged group tours. If you would like assistance with restaurant recommendations, dining reservations, spa appointments, tee times, theater tickets, admissions tickets, private tours, etc., we charge an additional \$200 per week of travel.



THE DESIGN PROCESS

Planning Timeline

01

INQUIRE

Once you're ready to start planning and fill out the Client Intake Form, we'll set up a time to get to know each other via phone or video call. This will allow me to get to know you on a personal level and I can have a clear understanding of how to best serve and come alongside you.

02

SAVE YOUR SPOT

Once you are ready to move forward and begin planning your vacation, I will encourage you to submit your planning fee so that we can begin working right away. As soon as this is completed, you are officially a part of the Elements Travel and Tour family and your vacation is added to my calendar.

03

TRIP RESEARCH & PROPOSALS

Now it's my time to get to work matching the feedback you've given me to the right experience and destination for you! I use my expertise and work with destination partners to present your customized itinerary to you.

04

TWEAK & REVISE

After you take time to review your proposal, we will make necessary adjustments based on your personal preferences and lock in your official plan!

05

BOOK YOUR VACATION

Pop the bubbly! Your deposit is made and your vacation is officially in motion! I will be there for you step by step from now until you return. All that's left for you to do is get the countdown started!



A NOTE ON PRICING

My job is to find you the best value for your vacation, although not necessarily the lowest cost. Pricing, while very important, is only one of many factors I consider when putting together the best package. I take my clients' budgets very seriously and treat them with the same respect I would my own vacation budget, but ultimately I keep your best interest in mind and make my travel recommendations with all relevant factors considered. Also, I am unable to provide line-item pricing, as your package consists of many components.



THE DIFFERENCE

MY CLIENTS RECEIVE

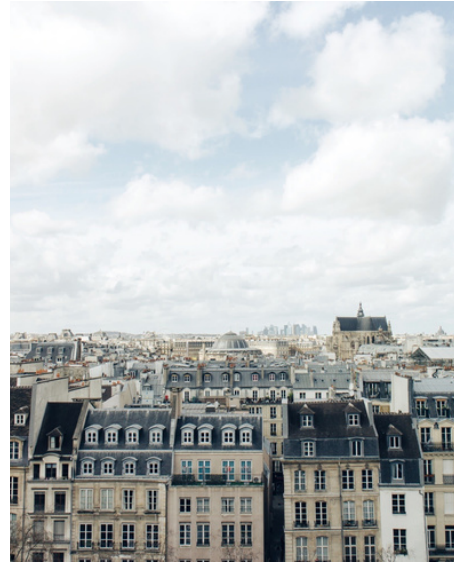


PERSONALIZED SERVICE AND CUSTOMIZED PLANNING

The vacations I plan for clients are highly collaborative. No two travelers are the same (even within your own family!) which means no two itineraries are the same. I get to know my clients on a personal level to find out what really matters to them. We dive in to the “why” behind the vacation, and I get to work making sure you are matched with the right experience for you.

TRAVEL SUPPLIER ACCESS

I am honored to be a part of the Travel Leaders consortia. This means I am well-connected with the best, most trusted travel partners in the world. As a result, I can offer my clients added benefits and amenities.



PEACE OF MIND WHEN (AND WHERE) IT MATTERS

Your vacations are the manifestation of two very important parts of your life: your leisure time and discretionary income. What you do with these two assets will add to all other areas of your life. Why leave it to chance? Working with me ensures you have someone committed to you; someone who is looking out for you and is deeply invested in your happiness every step of the way. Should you run into any travel issues, weather delays, or lost luggage, rest easy knowing I'm working behind the scenes, advocating on your behalf to find solutions as quickly as possible.



Thank You!

If you're ready to get started planning, or if you have any questions, please don't hesitate to reach out to catherine@elementstravelandtour.com.

Catherine

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