

GROUP TRAVEL PLANNER'S TOOLKIT

A practical tool designed to help tour operators and group leaders stay organized, avoid common oversights, and create smooth, memorable travel experiences for their groups.

GETTING STARTED



- Define the trip's purpose, ideal travel dates, location, and length.
- Establish a realistic budget per person and begin tracking costs.
- Create a planning timeline with key milestones.



Browse hundreds of curated itineraries on our website.

ITINERARY CREATION



- Develop a balanced itinerary with built-in downtime and flexibility.
- Account for tours, dining, attractions and cultural experiences.
- Ensure plenty of opportunities to experience the local culture.
- Verify group rates, reservations and accessibility.
- Plan for meals: include group dining vs. on-your-own options.



Download a free copy of Crafting Unforgettable Itineraries.

TRANSPORT



- Gather quotes from multiple transportation providers.
- Arrange for airport transfers or local shuttle services.
- Confirm parking availability for buses if needed.



We've curated Expert Advice to help cover your bases.

PLAN YOUR STAYS



- Research available accommodations with preference given to those offering group rates.
- Evaluate hotel amenities: breakfast, bus parking, accessibility, etc.
- Confirm cancellation and group reservation policies.



Use our Hotel Planner tool to find the best group rates!

FINAL PREP



- Reconfirm all bookings 1-2 weeks before departure.
- Create a manifest with emergency contacts & contingency plans.
- Prepare welcome packets or name badges for attendees.
- Pack extras: first-aid kit, printed itineraries, snacks, signage.



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