

Info for Prospective Group Leaders

Here is a step-by-step format to put together a successful group.

1. Determined the reason for meeting (fun, sales, family, etc...)
2. Decide on what product you wish to travel (cruise or resort)
3. Confirm your guest speakers (get people who will draw)
4. Inform Smart Price Travel of your decisions
5. Smart Price Travel will create & print a flyer & registration form for you
6. You hand out forms and make sure everyone you know gets one
7. Smart Price Travel will handle everything else for you

1. **Determine the reason for your group travel**

To best serve you we need to know why you want to have a meeting. Is this a sales event, educational event, seminar, fun or etc...

2. **Decide on what product to travel**

The two normal venues are either land resorts or cruises. With land you will have a cost breakdown for everything your group needs. With cruising, just about everything is included with the cost of the cruise. (i.e. meeting space, food, entertainment)

3. **Confirm your guest speakers**

After you have decided on what your event is about, then we need to find a guest speaker or teacher who can address your group with a sense of professionalism & accomplishment in their field. Someone with a lot of "pull" who will draw guests and help promote your goals for your group.

4. **Inform Smart Price Travel**

By keeping Smart Price Travel informed we can put our expertise to work and do everything possible to help you make your event a success. With information and teamwork, we can design a detailed plan to bring all the pieces together.

5. **Smart Price Travel will print & create your forms**

Once we have all the details we will put together a registration form and a flyer to promote your event. All materials will have a professional look we are sure you will be pleased with.

6. **You take the forms and make sure everyone you know gets one**

This is the main area of your involvement. We will hand you the tools to make your event a success but you must work your tools. This means that you will be the leader, the pied piper, the one who is the cheerleader letting everyone know about your group. You will distribute the flyers and documents.

7. **Smart Price Travel will handle everything else for you**

Once you have done your part, Smart Price Travel will do everything necessary to make sure your event is successful. We will work with every client to answer all their questions and receive all payments for the event. You do not have to handle the money, unless you would like to.