



**PRINCETON
UNIVERSITY**

Group Travel PLANNING

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Group Travel / Office of Finance & Treasury

Questions to Ask When Planning Group Travel

Coordinating group travel is time consuming and can be daunting, particularly for first-timers. There are a lot of components to manage and the success of any group trip is dependent upon the details. One of the most frequent questions we hear related to group travel is, "Where do I start?"

Here is a series of questions that will help you gather the information needed to start planning a group. We would be happy to set up an early consultation to go through these questions with the group coordinator and/or the group leader(s).

FLIGHTS

- What are the travel dates – outbound and return?
- What time will the group depart? / What is the soonest the students can leave campus?
- Does the group have to arrive at their destination by a certain time?
- What is the airport preference? / Will you consider other nearby airports if prices are more favorable?
- Are connecting flights an option if prices are more favorable?
- Will travelers be permitted to deviate from the group itinerary?
- If deviations are permitted, who will pay any additional cost – the University or the traveler?

HOTELS

- How many different hotels are in itinerary?
- What is the number of nights at each hotel?
- Is there a desired location for the hotel(s)?
- Does the group need to be within walking distance of any location?
- Would you like a sourcing presentation of several hotel options?
- What is the number of rooms at each hotel and how many of each accommodation?
– How many singles, doubles, triples or quads? (Double rooms are always booked with two twin beds for groups.)

TRANSPORTATION

- What kind of transportation is needed – airport pickup and drop off only, or transportation throughout the entire tour?
- Will a bus be needed on an all-day basis?
- Will a bus be needed by the group in the evenings?
- Will the bus and driver need to stay with the group?
- Is there a likelihood that the day-to-day itinerary will change throughout the trip causing transportation needs to shift?
- If there is a train portion of the trip, what tickets are needed?
- If there is a domestic flight portion of the trip, what tickets are needed?

TOURS

- Is there a need for a local group host/fixer to accompany the group at all times?
- Do any tours or attractions need to be booked ahead of time?
- Are any local experts or step-on guides needed? (A step-on guide specializes in a particular tour such as a designated historic site or topic and joins the group for just that portion of the trip.)

MEALS

- Will the group need any meals at the hotel? (other than breakfast, which we always include for groups)
- What meals need to be included in the itinerary?
- Are there specific restaurants or venues requested?
- Are there any lengthy transfers or remote locations that require box lunches?

EVENTS

- Is there a welcome event, farewell event, or any other special events in the itinerary?
- Are there any other special components required such as an outreach program, cultural immersion program, volunteer opportunity, or a post-trip roundtable discussion/trip reflection?

LUGGAGE

- Is baggage handling needed to and from the airport or will they handle their own bags?
- Is baggage handling needed at each hotel or will they handle their own bags?

To set up a consultation to discuss a new or potential group, please contact Susan Godfrey:

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