

INCENTIVE TRIP CHECKLIST

- Determine Dates (and Alternate Dates) for your Incentive Trip
- Decide who will take part in the Incentive Trip
- Determine your objective for the trip. What will the participants come away with from this experience?
- Determine Program Format and Budget Breakdown
- Is there a Guest Speaker? Confirm dates Guest Speaker is Available
- Determine Staffing Needs
- Decide on Destinations under Consideration
- Determine if you will need space for meetings or seminars
- Will Audio/ Visual Services be needed?
- Is there adequate air transportation for people arriving from different places?
- Are there adequate ground transportation and support services available?
- Are there a variety of cultural and recreational attractions in the area?
- Are there medical and emergency care facilities readily available?
- Design and distribute motivational materials to excite potential participants
- Provide an easy way for participants to get questions answered
- Develop an itinerary that allows sufficient free time (a daily newsletter helps keep everyone informed of the day's activities)
- Arrange parties themed to the area
- Submit rooming list, including special requests, to hotel prior to arrival
- Make with key hotel personnel to review your requirements
- Make sure every participant gets VIP treatment
- If Passports are required, help your people secure them
- Pre-register all guests(if possible)
- Staff a hospitality/ information desk at the hotel to assist with problems
- Prearrange ground transportation
- Provide participants in advance with information and details of the program and appropriate dress

Add your own notes and To-Do's Here:

- _____
- _____
- _____
- _____
- _____

Compliments of:



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