

# EverAfter Travel Reservation Form

Important Fields to Complete

## Passenger Information Section

- Where did you first hear about us = Wedding/Vow Renewal guest
- Total Number of Passengers = # of people staying in room together
- For each passenger sharing a room
  - Full legal name as it displays/will display on passport
  - Passenger DOB
  - Gender
  - [Passport Number and Passport Exp if available]

## Contact Information Section

- For lead passenger completing the form
  - Your Country (defaults to United States)
  - Street Address
  - City
  - State
  - Zip
- Email Address (for lead passenger and any other passengers that wish to be added)
- Phone Number (for lead passenger and any other passengers that wish to be added)
- Emergency Contact (for lead passenger)

## Trip Information

- Name of Resort/Cruise = Royalton Riviera Cancun
- Destination(s) = Mexico
- Departure Date = desired departure date
- Return Date = desired return date
- Room/Cabin Type = desired room category
- Bedding Type = desired bedding configuration (e.g. King Bed or Two Double Beds)
- Departure Airport = can leave blank
- Vacation Type = Destination Wedding Guest
- Seat Assignment Preferences = can leave blank
- Frequent Flyer Info = can leave blank
- Active Military/Veteran = select appropriate answer
- Travel Protection = select appropriate answer (travel insurance information is available on the wedding page, but if a guest selects yes, then I will also be follow up with them to make sure they have the information they need to get set up)
- Your Anniversary = anniversary date (this is optional but useful as resorts will typically do something special if someone is traveling within about 30 days of their anniversary)
- Wedding Group Name = Branson/Anderson Wedding

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## Payment Information Section (complete if ready to apply deposit)

REMINDER: Guests will need to send the security code from the card to me separately via email/text

- Payment Type = type of credit card using for payment
- Credit Card Number
- Expiration Date
- Billing Address Same as Mailing Address = enter appropriate answer
- Name on the card
- Billing Country (defaults to United States)
- Billing Address fields will auto populate if select Yes for the Billing Address Same as Mailing Address field
- Payment Description = can leave blank or most people enter the word "Deposit" unless they want to pay in full
- Pay in Full or Deposit = select appropriate value
- Submit an additional payment type = select appropriate value

## Additional Information Section

- Special Requests = can leave blank or enter any special requests
- Other Questions/Comments = can leave blank or enter any questions/comments (good to send longer questions/comments via email as they don't always come through the best via the form)

## Final Steps

Click the I Agree checkbox

Sign in the Electronic Signature box

Click the Submit button