



Guidelines for PERSONAL ITINERARY

Directions: Your company wants to send the top employees on a company paid vacation, but they would like you to determine where the employees should travel and what excursions are available for them. Create an itinerary using the following criteria:

1. Using the information below, create an itinerary using formatting guidelines given in class. **It must be typed and not written.** Make sure the information is real because it will be checked.
2. Your final itinerary will be **due BEGINNING of class Friday, March 13.**
3. Your employer does not want the paid vacation to exceed \$4500 (including airfare, hotel, transportation, excursions, meals, etc.) per employee.
4. Your final itinerary must be **AT LEAST** one full page typed.
5. You must staple your researched data behind your final typed itinerary (i.e. flight, costs, transportation, etc.).
6. Your itinerary must be for at least **5 consecutive days** during Spring Break (March 14-21). Your trip cannot begin until Saturday, March 14th and must return no later than Sunday, March 22nd.
7. You must go fly to another state or country. Be sure it is not a place that will take too long to travel.
8. You must create **confirmation numbers** for your hotel(s) and car rental(s) if needed. Make sure to give phone numbers to the hotel(s) and car rental company(ies). (Be sure not to give a credit card number otherwise you will really be charged)
9. Check into real airline reservations and get the flight number, the airline, and other information that is needed. Try different airlines to find the best time and cost available.
10. Determine daily excursions and activities available for employees
 - a. Two events per day
 - b. Start and end time of event(s)
 - c. Transportation available
 - d. Meals available
 - e. Contact person and phone number