

Generic Checklist for Meeting Planners

The following is a condensed version of the Nautical Meetings' detailed cruise planning checklist.

- ↓ Research & recommend the right ship to meet your business objectives
- ↓ Sign contract – make deposit
- ↓ Identify other travel requirements
- ↓ Arrange Site Inspection
- ↓ Establish timeline
- ↓ Refine day-by-day agenda
- ↓ Determine communications and promotional requirements
- ↓ Formalize plans & update all parties concerned
- ↓ Shipments of materials for on-board use
- ↓ Implementation of the cruise

** There are separate, more detailed checklists for onboard implementation that can be provided upon request. Nautical Meetings will organize information and choices and propose recommendations for your approval.*