

# Our Travel Planning Overview

*your trip starts here*



WITH  
**PROLOGUE**

# I'm so glad you're here!



*Hi, I'm Daphne*

With Prologue, I believe in travel that feel effortless, personal, and unforgettable. From the very first step, my goal is to make the experience feel joyful and beautifully curated.

A seasoned traveler to 30 destinations worldwide, I am a client services expert with over a decade of experience across hospitality and communications. From exclusive hotels to bespoke itineraries, I blend first-hand knowledge with meticulous attention to detail, ensuring every journey reflects both style and substance.

Thank you for trusting me with your travel plans. It's truly an honor to play a part in crafting experiences that allow you to create lifelong memories. I take your investment seriously and am committed to delivering exceptional value through every detail and seamless moment.

# The Process



01.

## LET'S GET TO KNOW YOUR TRIP

Start by filling out our simple inquiry form to provide us with the details of your trip and preferences

02.

## SCHEDULE A CALL

Once we receive your form, we'll schedule a call to discuss your travel needs, answer any questions, and start crafting your ideal itinerary.

03.

## LOCK IN YOUR ITINERARY

Following our conversation, an agreement and invoice for the travel design investment will be sent. Upon receipt, we'll start developing your personalized proposal.

04.

## BOOK YOUR TRIP

Once the proposal is approved, we'll handle the booking process, ensuring everything is reserved and ready for your upcoming adventure.



# Client Expectations



## RESPOND PROMPTLY TO COMMUNICATION

Timely responses to emails and calls will help keep your trip planning process on track and ensure we meet your desired timelines.

## READ THE BOOKING TERMS

Before we move forward, review Prologue Travel Terms and Conditions and sign our agreement. Please also note that if applicable you may need to review Supplier Terms and Conditions. You will be made aware of these through various points in the process and asked to sign off.

## REVIEW, APPROVE, FINALIZE

Once we send you a customized proposal, review everything carefully, provide feedback, and approve it to move forward with the booking process. No components of the trip will be held until proposal is approved.

Ensure the planning fee is paid promptly to initiate your personalized trip planning services and proposal creation.

## PREPARE TRAVEL DOCUMENTATION

Ensure you have the necessary travel documents ready, including passports, visas, and any other required paperwork.

Details matter: double check your passport expiration dates, make sure you note your infant in arms when flying, and review vaccine requirements if needed. When applicable, you will be asked to share traveler information via a form. Attention to detail when completing is imperative.

# Our Offerings



*Curated with purpose*



## THE NOVEL

For the traveler who prefers full comprehensive planning and white glove service

STARTING AT \$450



## THE HOTEL EDIT

3 curated hotel selections for your destination choice

\$100 FLAT FEE



## VIP STAYS

When you know where you want to stay, this service ensures you enjoy perks and personalized support

COMPLIMENTARY



# The Novel

You want a fully seamless and luxurious travel experience, with every detail expertly managed—from essential logistics to personalized concierge services like spa treatments, dining reservations, and special activities—ensuring your journey is effortless, exceptional, and uniquely tailored to you.

## WHAT'S INCLUDED

- Complimentary Discovery Call
- Multi-leg itinerary including 2 destinations and up to 10 days
- Daily Itinerary Creation: Tours, Activities, Sightseeing Recommendations
- Concierge Services: Spa, Dining, Golf, etc.
- Confirmation & Management of All Travel Components
- Advisor Hotel Perks (if applicable) which may include room upgrade, hotel credit, free breakfast for two and more
- Price drop monitoring when applicable
- Pre-Departure Call (Up to 1-hour)
- Google Map for your destinations



**\$450 FOR TWO TRAVELERS. \$100 PER ADDITIONAL TRAVELER. CUSTOM PRICING MAY APPLY BASED ON COMPLEXITY**



# The Hotel Edit

A personalized hotel edit where I curate a lookbook of three handpicked properties in your chosen destination—each selected for style, amenities, and experience—so you can easily choose the one that's perfect for your stay.

## WHAT'S INCLUDED

- Complimentary Discovery Call
- 3 Curated Hotel Recommendations
- Advisor Hotel Perks (if applicable) which may include room upgrade, hotel credit, free breakfast for two and more
- Suggested Tours, Activities, Sightseeing Recommendations
- Price drop monitoring
- Confirmation & Management of Hotel Reservation

**\$100 FLAT FEE. \$25 PER ADDITIONAL HOTEL**



# VIP Stays

You know exactly where you want to stay and are looking for an overall stay enhancement. We'll begin with a discovery call to understand your preferences, then present a proposal with room categories designed to fit your needs perfectly so you can book with confidence and ease. Think of this as dipping your toe into working with an advisor—you'll never look back.

## WHAT'S INCLUDED



- Complimentary Discovery Call
- Advisor Hotel Perks (if applicable) which may include room upgrade, hotel credit, free breakfast for two and more
- Price drop monitoring
- Confirmation & Management of Hotel Reservation

## COMPLIMENTARY



# Custom Trip Enhancements



## ADDITIONAL DESTINATION CURATION

Includes booking excursions, transportation, etc.

\$150

## ADDITIONAL DAYS AFTER 10

For those traveling a little longer

\$50 PER DAY

## RUSH PLANNING FEE

For departures <45 days

\$50

## FAMILY READY PACK

In depth packing list, bedtime + transition strategies and more

\$45

## GROUP PLANNING FEE

Typically estimated with total hours of labor

VARIES

## FLIGHT BOOKING & MANAGEMENT

Per ticket

\$75



# FAQs



## WHAT ARE THE BENEFITS OF WORKING WITH A TRAVEL ADVISOR?

Working with a travel advisor saves you time, eliminates stress, and ensures your trip is seamless from the very beginning. Instead of spending hours researching, planning, and troubleshooting, you'll get expert guidance, insider access, and personalized recommendations tailored to your travel style. We offer a high-touch planning experience, firsthand destination knowledge, global connections, and in-destination support—so you can relax and enjoy every moment, knowing the details are handled and the experience will be one to remember.

## WHAT TYPE OF TRIPS CAN YOU ASSIST WITH?

We specialize in custom-designed domestic and international leisure travel, including luxury vacations, family getaways, honeymoons, milestone celebrations. I can also jump in for quick staycations, one night business travel or corporate/group travel. Whether it's a weekend getaway, team building or a fully planned itinerary to a far-flung destination, I got you.

## DO YOU WORK WITH REWARD TRAVEL OR POINTS?

I focus on leveraging personal relationships with travel partners to create seamless experiences for my clients. Airline points, credit card rewards, and other loyalty programs fall outside the systems I have access to, so I'm unable to book travel using them directly. That said, I'm happy to build the rest of your trip around your flights or points bookings. Think of it as a hybrid approach: you can use your rewards where it makes sense, and I'll take care of the rest to make your trip effortless and elevated.

## DO YOU WORK WITH AIRBNB OR VRBOS?

Because these properties are individually managed, we can't guarantee the quality or service. Our preference is to book vetted villas, apartments, or residences through trusted partners that meet our 4- and 5-star standards.

## CAN YOU FIND ME A GOOD DEAL?

My goal is to ensure your experience is exceptional at every level. With access to an advisor-only portal that showcases special promotions and a price-drop monitoring feature, I help clients enjoy enhanced experiences while also capturing opportunities to save, so you can focus on the joy of your journey.

# Ready to begin?



*Let's get away!*

