

Step-on Tour Booking Form

Driver
Cell phone
Bus #

Tour day/date

Client contact (verify I have their cell)

- Will you be my contact the day of the tour? If not, who (with cell phone number)
- Verify email with client (if they want a draft itinerary)

guests

Pickup time/location; dropoff time/location (if different)

Who is the group? Where from? Have they been here before? What else are they doing on this trip—any other sightseeing?

What specifically want to see? What's promised in the brochure? Lunch time needed? Want more stops/walking or fewer?

Give my cell phone and (if applicable) explain I'll be emailing a draft itinerary.

- If emailing an itinerary, say this on the email: "It sometimes happens that private tours fall behind schedule because the guests are relaxed and begin the tour late, or spend more time in certain places than had been expected. Traffic can also cause delays. We will work with you during the tour to agree on any changes that might be necessary to avoid running overtime."
- Don't forget to schedule lunch and restroom stops.