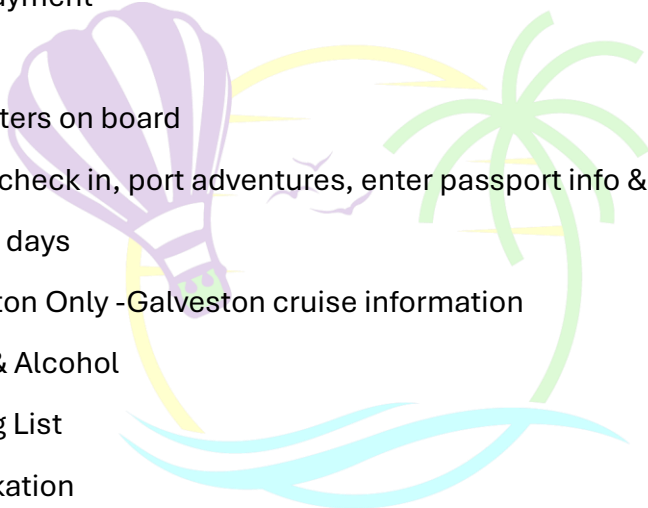


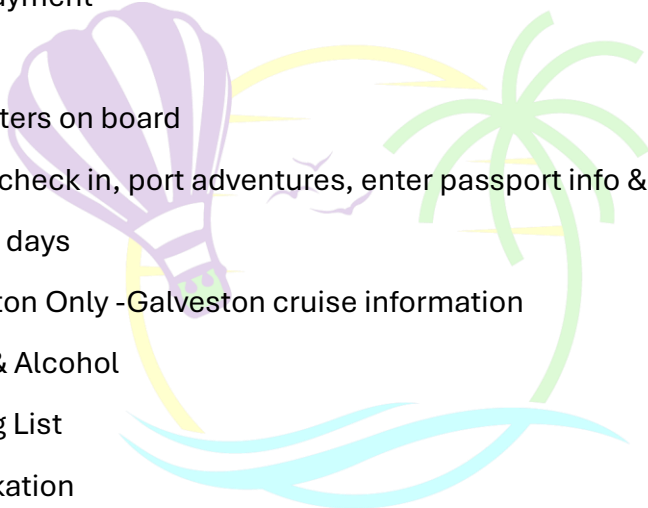
DCL Checklist for email automation and suggested dates to schedule

Make sure to check each email and add necessary Information



Once booked	Congratulations & dates
180 days before	Passport
150 days before	Transfers
120 days before	Pre/post stays
100 days before	Shore Excursions
95 days before	Final Payment
95 days before	Wi-Fi
95 days before	Characters on board
At final payment	Online check in, port adventures, enter passport info & headshot....
31 days before	DCL 30 days
30 days before	Galveston Only -Galveston cruise information
25 days before	Water & Alcohol
8 days before	Packing List
3 days before	Embarkation
2 days before	Bon voyage general
2 days after return	SWT Welcome Home

A few things you need to do for your client or remind them to do or you do



Arrive to port city the day before embarkation – see airfare email	
Pre embarkation hotel – See email	Book port transportation – See email
Waitlist for dining	Book excursions – See email
Magic Bands	Online check in, port arrival time – see email
Print Luggage tags if didn't arrive in mail	Debarkation transportation to airport/hotel

Travel Packet

Cruise packing list	Hotel confirmations	Luggage tags
Confirmation	Transportation confirmation	