

DCL Checklist for email automation and suggested dates to schedule

Once booked	DCL Now that you are booked
180 days before	Airfare
150 days before	Passport
100 days before	Excursions
90 days before	Wifi
At final payment	Online check in, port adventures, enter passport info & headshot....
31 days before	DCL 31 days
30 days before	Galveston Only -Galveston cruise information
25 days before	Bringing Water/Alcohol
5 days before	Bon voyage general & Packing list (2 emails)
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

To port transportation

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

Debarcation transportation to airport/hotel

Travel Packet

Cruise packing list Hotel confirmations

Luggage tags Confirmation

Transportation confirmation

