

# Smooth Winds Travel

Cruise Lead/Guest Reference Sheet

DATE: \_\_\_\_\_

NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CRUISE LINE: \_\_\_\_\_ SHIP \_\_\_\_\_

EMBARK: \_\_\_\_\_ DISEMBARK: \_\_\_\_\_ Flexible? \_\_\_yes \_\_\_no

ADULTS \_\_\_\_\_ CHILDREN 10 & up \_\_\_\_\_ CHILDREN 3-9 \_\_\_\_\_ CHILDREN under 3 \_\_\_\_\_

TRAVEL INS \_\_\_yes \_\_\_no ONBOARD CREDIT \$ \_\_\_\_\_

CABIN TYPE: suite \_\_\_\_\_ Balcony \_\_\_\_\_ Ocean View \_\_\_\_\_ Inside \_\_\_\_\_ CATAGORY \_\_\_\_\_

DINING: Early \_\_\_\_\_ Late \_\_\_\_\_ Flexible \_\_\_\_\_ GRATUITIES Yes \_\_\_\_\_ No \_\_\_\_\_

### Names of Travelers

- 1 \_\_\_\_\_ Age/DOB \_\_\_\_\_ # \_\_\_\_\_
- 2 \_\_\_\_\_ Age/DOB \_\_\_\_\_ # \_\_\_\_\_
- 3 \_\_\_\_\_ Age/DOB \_\_\_\_\_ # \_\_\_\_\_
- 4 \_\_\_\_\_ Age/DOB \_\_\_\_\_ # \_\_\_\_\_
- 5 \_\_\_\_\_ Age/DOB \_\_\_\_\_ # \_\_\_\_\_

### Final Reservation Details

CONF# \_\_\_\_\_ LEAD GUEST \_\_\_\_\_

TRANSPORTATION: On Own \_\_\_\_\_ Cruise Line \_\_\_\_\_ STATEROOM# \_\_\_\_\_

HOTEL Pre Embarkation : \_\_\_\_\_ CONF # \_\_\_\_\_

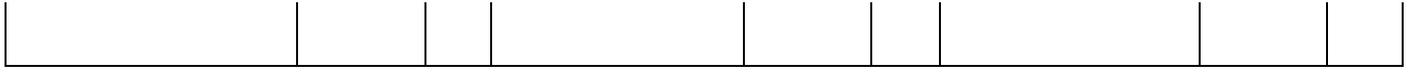
HOTEL Disembarkation: \_\_\_\_\_ CONF # \_\_\_\_\_

PRICE \$ \_\_\_\_\_ COMMISSION: \_\_\_\_\_

FINAL PAYMENT DATE: \_\_\_\_\_

T R A V E L

CHECKLIST	DATE	DATE	DATE
Confirmation sent		Enter in TERN	Transportation
Cruise Line App		Packing List	Final Payment
Dates in Tasks/calend		Pre Cruise Hotel	Bon Voyage Email
Booking PC		Post Cruise Hotel	Welcome Home
Excursions Booked		Travel Packet	Final Payment



Smooth Winds  
TRAVEL