

Group travel planning checklist



Your go-to list for stress-free group, conference, and event travel coordination.

Whether you're managing an incentive retreat or a company-wide conference, this checklist will help you stay ahead of the chaos and lock in the right details from the start.

Use the checklist that our Travel Managers rely on every day. No matter what you're organizing, this will help you get clear on the details that matter—and avoid the ones that derail everything.

1. Event details

- When does registration start and close?
- Confirmed event start and end dates
- Estimated number of attendees
- Are any guests (e.g. executives, speakers, companions) included?

2. Travel timing & transfers

- Preferred arrival date and time
 - Will the group need to go directly into programming on arrival?
 - What's the latest possible arrival time to make group transfers?
- Preferred departure date and time
 - Is there a late-night event the night before departure?

3. Flight preferences

- Approved fare class (Economy, Premium Economy, Business)
- Is checked luggage included in the fare?
 - If not, will it be covered by the company or can the traveler expense it?

Seat selection: is this included in the fare? If not, can it be expensed, or is it a cost to the traveler?

4. Travel policy & exceptions

- Are upgrades allowed at the traveler's own expense?
- Can travelers arrive earlier or stay later than the main group?
 - If yes, will the company cover the cost difference?
- Are companions (e.g. spouses, children) allowed to join?
 - If so, who handles their travel, and who pays?

5. Accommodation & rooming

- Final rooming list and preferences
 - Any single rooms, shared rooms, or gender-based groupings?
- Hotel preferences, loyalty programs, or specific requirements
- Will travelers need early check-in or late checkout?

6. On-site logistics

- Ground transport needs (shuttles, group transfers, private cars)
- Number of transfer groups and pickup/drop-off locations
- Are events in multiple venues or cities?
- Do you need meeting rooms, A/V equipment, or food & beverage?

7. Special considerations

- Dietary requirements or restrictions
- Accessibility needs or medical conditions
- Visa/passport requirements, if international



Need help navigating the checklist? Corporate Traveler's group travel experts handle all of the above (and then some). Let's take the weight off. Talk to us before your next group trip.

BOOK A MEETING