



Groups by travelive™

A DETAILED GUIDE



Your Trusted Collection of DMCs

Groups by Travelive

At Travelive, every group journey is personal. Whether you are organizing an advisor-led trip, a family celebration, or an incentive program, our teams across ten Mediterranean and European destinations work together to make planning seamless and straightforward. From the first quote to the final farewell, your group is fully supported by one Travelive planner and our local experts on the ground.

Why book groups with Travelive

[Tailored Itineraries

Every group itinerary is custom-built to reflect your travelers' pace, interests, and travel style. There are no pre-packaged tours, only meaningful, immersive experiences crafted by destination specialists who know every detail counts.

[Seamless Financial Management

We make payments simple with individual guest links, clear invoices, and real-time tracking. Our Accounting team manages all logistics behind the scenes so you and your travelers enjoy a transparent, stress-free process.

[24/7 Travel Support

Once your group is on the ground, our local teams are available day and night. If plans change or something unexpected happens, we handle it immediately to keep the journey smooth.

[Advisor-Led Groups

If you are leading your own group, our operations team provides full logistical and operational support. You focus on connecting with your travelers while we handle the itinerary, coordination, and details that make you look great in front of your guests.

What qualifies as a group booking

- > 10 or more guests
- > 5 or more rooms required
- > A tour leader or advisor is involved

We handle all group types, including multi-generational, special-interest, incentive, and advisor-led travel.

Helpful information to share early

To help us design the perfect proposal, please include:

- > Travel dates and duration
- > Number of guests
- > Estimated budget per person
- > Room types (single, double, triple)
- > Age range of travelers
- > Any mobility needs
- > Trip purpose (celebration, cultural, incentive, cruise, etc.)

Marketing a group

Set your group up for success with these simple steps:

- > Share estimated pricing and availability early - group size affects per-person costs.
- > Encourage guests to purchase travel insurance.
- > Collect traveler information in advance.
- > Provide clear sign-up deadlines.
- > Request our marketing tools, including white-label flyers and sample itineraries.

Quotation and booking process

- > Quotes are valid for two weeks as rates and availability may change.
- > International flights are excluded from group proposals.
- > Additional services beyond the core itinerary are invoiced separately.
- > The first two quotations are complimentary. A \$50 per person handling fee applies to additional quotes and is credited to the final booking once confirmed.
- > Custom itineraries are typically ready within 5-7 business days, depending on trip complexity.

Pricing and booking terms

- > Proposals are presented as a total package price per person; itemized breakdowns are not provided.
- > Prices can be quoted in Euro NET, USD NET, or USD Gross (for US and Canada).
- > Terms vary by group size, destination, and season.
- > Each itinerary includes a custom payment schedule with installment dates and deadlines for rooming lists and traveler details.

Group travel with Travelive: Do's and Don'ts

[Do's

- > Communicate preferences early, including pace, interests, and mobility needs.
- > Encourage early bookings, especially for the high season.
- > Share special occasions so we can personalize the experience.
- > Ask for destination guidance and logistical support.
- > Review and confirm all details before sharing with guests.

[Don'ts

- > Don't assume every traveler expects the same pace or inclusions—let us tailor it for you.
- > Don't wait to confirm rooming or final numbers.
- > Don't skip travel insurance.
- > Don't hesitate to ask questions.
- > Don't delay planning—seasonal rates change quickly.

What we do best

[Easy, transparent payments

We simplify group payments with individual guest links, clear invoices, and detailed tracking. Advisors and travelers always know what has been paid and what remains.

[Support around the clock

Our local teams are available 24/7 while your group is traveling. We handle any challenge so you can enjoy the trip with confidence.

[Helping advisors lead groups with confidence

For advisor-led journeys, we handle all logistics so you can focus on building relationships, hosting experiences, and creating memorable moments with your travelers.

[Custom-designed itineraries

Each itinerary is unique. Whether it is a multi-generational escape, an incentive retreat, or a pre- or post-cruise stay, we build experiences that align perfectly with your group's purpose.

[Experts in multi-country travel

If your trip spans multiple countries, one Travelive planner manages the whole journey while our local teams work together to ensure smooth transitions between destinations.

[Incentives and special events

We handle incentive groups of up to 250 participants, combining trusted hotel partners, efficient logistics, and creative local experiences that leave a lasting impression.

Your group booking journey

[Step 1: Initial Steps

Start by sharing:

- > Travel dates and duration
- > Estimated budget per person
- > Room configurations
- > Age range of travelers
- > Mobility needs
- > Trip purpose

The more details you share early, the smoother the process will be.

[Step 2: Planning Process

Once we receive your information, we:

- > Design a fully customized itinerary
- > Deliver your proposal within 5-7 business days
- > Hold rates for two weeks
- > Provide two complimentary quotes (subsequent quotes: \$50 per person credited upon booking)
- > Support your marketing efforts with white-label flyers, sample itineraries, and promotional tools

[Step 3: Post-Booking

After confirmation, we:

- > Manage all payments and track balances
- > Share installment schedules and deadlines
- > Assist with consultation calls (for you and your travelers if needed)
- > Provide 24/7 on-the-ground support throughout travel

Ready to plan your next group?

Reach out to your dedicated Travelive planner or contact **groups@travelive.com** to get started.

With a single point of contact and local teams across 10 destinations, we make group travel effortless from start to finish.