



# HOW TO PREPARE FOR A VIP

## 1) Arrange & confirm travel



Confirm travel well in advance and have a plan for picking them up/dropping them off after arrival

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## 2) Make housing arrangements

Prepay for clean, comfortable, tasteful lodgings to suit your guest's needs

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## 3) Create an itinerary



Even if your guest has visited before, plan a schedule for them and allow for personal time

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## 4) Include some fun

Help your guest feel more part of your city & have a more memorable experience

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## 5) Ensure their safety



Take precautions, even if you don't expect any danger

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