



# CARNIVAL GROUPS CHECK LIST

## CREATING THE GROUP

Affinity Group — family, sports or special interest group

Open Promo — promotional or marketing activity

Holiday Sailings — travelling over holidays, like Christmas, New Years or Easter

Have I selected a minimum 8 cabins to create the group?

Have I included fun points (amenities) into my price points, if yes how many \_\_\_\_\_.

Pin number for my group is \_\_\_\_\_.

\*not mandatory but recommended for affinity groups.

## MANAGING THE GROUP

Have I reached the minimum 5 cabins to allocate my fun points (amenities).

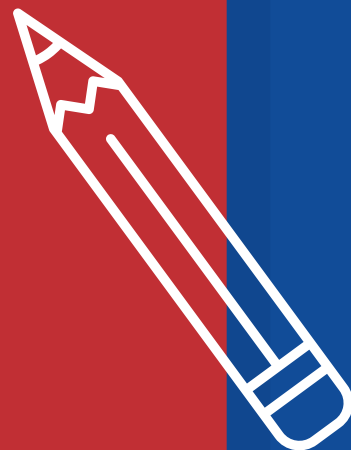
What date do I need to allocate my fun points (amenities) by \_\_\_\_\_.

What date do I need to need to cancel my unused price points by \_\_\_\_\_.

\* If you do not cancel unused price points by this date, the group has not met minimum payment requirements and will cancel, this includes deposited and fully paid bookings.

Do all my cabins appear within the guest list?

\*if not then please check you have booked the correct rate code via individual stateroom.





# FAQs

## **What Group type should I select?**

Affinity groups are for those guests travelling together, they are automatically linked for travel.

Open Promo is an option to set up as a store or agency to offer additional value to guests on popular or target departures.

Holiday Sailings are event-based sailings such as Christmas, New Year and Melbourne Cup.

## **I have received an email titled Group Level Deposit Required however I have paid all my deposit's?**

This email is a notification that you have unused price points still held and you are coming up to your price point deposit deadline. Please go to manage group> modify booking>decrease request and delete any numbers listed in the text boxes.

## **What if I want to add more cabins past this date?**

You can still book additional cabins via berth guest in manage group on a public rate code, as long as your groups reference is listed before the 3-character rate code.

## **What if I don't have a minimum 5 cabins booked for the Fun Points?**

Your bookings will not cancel however the guest will receive no value adds once onboard.

## **Why would I need a pin for my group?**

Pins are recommended for affinity groups as they close your group from others in store or attached to your agency. No one else will be able to view your group, add bookings or make changes without the pin number.

