Voyage Checklist

Thank you for entrusting Paul Gauguin Cruises with your clients' upcoming voyage.
Please use the checklist below to know what to expect, and the steps needed to secure their voyage.

AFTER MAKING AN OPTION WITH PAUL GAUGUIN CRUISES YOU SHOULD:

- ☐ Gather your clients' details including name exactly as it appears on passport; date of birth; phone number/s (including mobile); and email. *This information will be confirmed with a Paul Gauguin Cruises Reservation Specialist at the time of booking.*
- ☐ Review preferred shore excursions and any pre- and post-cruise travel experiences with your clients so you can ask a Reservation Specialist any relevant questions when making a deposit.
- ☐ Review Terms and Conditions with your clients (these are included in the confirmation email that was sent to you). Contact a Reservation Specialist immediately if you need to make any changes to the option by calling 1-800-848-6172.

WITHIN 3 BUSINESS DAYS OF THE OPTION, YOU MUST MAKE A DEPOSIT TO SECURE A STATEROOM BY CALLING 800-848-6172, MONDAY–FRIDAY, 9AM–8PM ET.

To reserve a stateroom or suite, Paul Gauguin Cruises requires a 25% deposit within 72 hours of making an option for all bookings outside of 90 days prior to departure, otherwise full payment is required.

- ☐ Confirm all passport and contact information with a Paul Gauguin Cruises Reservation Specialist.
- ☐ Secure any pre- and/or post-cruise travel experiences and discuss any questions your clients may have about shore excursions.*
- ☐ All guests will receive electronic Travel Documents† (sent to the email address provided by you).

**Shore Excursions can be secured 60 days prior to departure.*

AFTER MAKING A DEPOSIT WITH PAUL GAUGUIN CRUISES YOU SHOULD:

Review and submit the Boarding Form (also called a Fit to Travel Form) with your clients. This form will have been sent to both to you and your clients minutes after making a deposit.

90 DAYS PRIOR TO DEPARTURE

- ☐ Final payment is due 90 days prior to departure. To make a final payment, call our Reservation Center at 1-800-848-6172, Monday–Friday, 9am–8pm ET.
- ☐ Confirm with the Cruise Specialist that Paul Gauguin Cruises received the Guest Information Form with all the important information from your client(s) including passport details, contact and flight information.

60 DAYS PRIOR TO DEPARTURE

- ☐ Secure any shore excursions, if applicable, by calling 1-800-848-6172.
- ☐ Email all flight details for your clients to a Paul Gauguin Cruises Reservation Specialist.
- ☐ If your clients have booked their air independently of Paul Gauguin Cruises, please email all flight details to our Customer Service inbox at customerservice@pgcruises.com or call our Reservation Center at 1-800-848-6172, Monday–Friday, 9am–8pm ET.

30 DAYS PRIOR TO DEPARTURE

- ☐ Eletronic Travel Documents will be to be sent to you depending on the pre-selected Travel Document preferences.

Paul Gauguin CRUISES

13533