

CHECKLIST FOR ORGANIZING YOUR INCENTIVE FROM..... TO.....

Incentives are also known as stimulation trips or professional trips. Specific objectives can be achieved through these trips, which have two different purposes:

- ⇒ Motivating staff and re-energizing teams through unusual trips and activities
- ⇒ Rewarding: the company can thank its most deserving partners or employees

One of the key elements of an Incentive trip is the destination choice and therefore the hotel location:

- ⇒ A city-center hotel, ideal for team bonding through taking part in treasure hunts or discovering the local culture and cuisine
- ⇒ A hotel in the mountains or on the coast, perfect for organizing activities that encourage new challenges while reinforcing the benefits of team work
- ⇒ A spa hotel or a hotel on the coast, an excellent way to reward clients or colleagues for achieving their objectives throughout the year.

Below are some things you should consider when organizing your Incentive:

- Set the objectives for your Incentive
- Decide on a theme for the event. [Consult our Incentives With Us offer to get ideas for activities or themes.](#)
- Create a graphic charter that is in keeping with the theme of the event
- Budget your incentive. [Use the checklist to help you establish your budget](#)
- Choose the destination. [View our choice of destinations and hotels for Incentives With Us.](#)
[Also discover the Earth Guest Discovery experience, which enables you to combine motivational trips with sustainable development.](#)
- Contact airlines that serve the destinations and organize flight reservations
- Send invitations requesting confirmation of participation
- Establish a rooming list and other room requirements
- Send out the Incentive agenda (departure and return times, what kind of clothes to bring, whether certain things need to be prepared for the meeting etc.)

There are also other things you may wish to consider to help you organize your Incentive:

- welcoming participants (reception staff)
- transfer from the airport and to the hotel
- organizing meals and breaks
- room and equipment hire if required: public address system, lighting, video projection etc.
- organizing activities and excursions
- Incentive souvenirs