

Hi [Client's First Name],

Your G Adventures journey is just around the corner — how exciting! You'll find your **electronic travel documents and trip information attached**, and now it's time to review the final steps before you set off on your adventure.

To make sure you're 100% ready, here's everything you need to know:

## **Step 1: Review Your Travel Documents**

Your **e-documents** contain all the key details you'll need for your trip:

- Day-by-day itinerary
- Accommodation info
- Emergency contact numbers
- Arrival and departure instructions
- Packing suggestions and helpful tips

**Please read these documents thoroughly** and keep a digital or printed copy with you during your travels.

## **Step 2: Log In to Your G Adventures Account**

To manage your trip, view your travel details, or update any information, log in here:

<https://www.gadventures.com/sign-in/>

If you haven't created an account yet, just click “**Create an Account**” and use the email address used at booking.

Once inside your account, you can:

- ✓ View your full itinerary
- ✓ Confirm your arrival/departure details
- ✓ Upload a passport copy if requested
- ✓ Access your trip notes again at any time
- ✓ Contact your CEO (Chief Experience Officer), if applicable

### **Step 3: Double-Check Arrival Details**

Most G Adventures trips begin on **Day 1 with an arrival day** and a welcome meeting later in the afternoon or evening.

**Be sure to arrive in time** for this meeting

Airport transfers may be included (check your documents!)

Hotel details for the meeting point can be found in your trip notes

## Step 4: Pack Smart

Your documents include a **recommended packing list**, tailored to your destination and trip style.

Some general reminders:

- **Pack light**, especially for trips with public or shared transport
- **Bring appropriate footwear** for walking or hiking
- **Don't forget travel adapters** and essential medications
- **Reusable water bottles** and small daypacks are always handy!

## Step 5: Stay Informed & Connected

- G Adventures may contact you via email or the G App with pre-trip updates.
- Make sure your emergency contact information is up to date in your account.
- It's a good idea to leave a copy of your travel documents with a family member or friend.

If you have any last-minute questions or need help reviewing your trip details, I'm here for you every step of the way.

Wishing you a meaningful, eye-opening, and unforgettable G Adventures journey!