



How It Works

Everything you need to know about planning
a trip with me — start to finish.

Travel better | Explore deeper | Connect fully



Hello!

I'm so glad you're here.

Some people come to me with a spreadsheet. Others just say "somewhere warm." However far along you are — dates and a destination already picked, or only a feeling that you need to get away — I can take it from there.

I didn't plan on this becoming my career. It started as a way to stay home with my son and still bring in some income — and somewhere along the way, it became the work that finally felt like mine.

What I love most is being trusted with the trips that matter. I take that seriously: I dig into the details, I'm honest when something isn't the right fit, and I stay with you from your first message through the day you get home.

This guide covers how that works — my process, what you can expect from me, what I'll need from you, and the Travel Experience Packages I offer. No surprises, no guesswork.

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How It Works

Here's exactly what happens, from your first message to the day you leave.

1

Inquiry Form

Tell me about your trip — where you're hoping to go, when, who's coming, and the kind of experience you have in mind. You'll hear back from me within 1–3 business days. And if you'd rather talk things over first, a [complimentary consultation call](#) is always an option.

2

Travel Services Agreement

You'll share each traveler's name exactly as it appears on their passport or legal ID, along with dates of birth, so everything is booked correctly from the start — then sign electronically.

3

Planning Fee

You'll choose the Travel Experience Package that fits your trip — that's your planning fee. It covers the research and design of your trip and is separate from the cost of the trip itself. Once it's paid, I get to work.

4

Your Proposal

Your initial proposal arrives within 1–3 business days of your planning fee — 5–7 for more complex trips. Want to adjust something? Just let me know and I'll make adjustments when available. Your proposal also explains when payments are due — generally a deposit, a final payment, and interest-free payments in between. I'll share travel protection options at this stage too.

5

Booking

Once you approve it, I send an invoice to securely collect your payment information and apply it to your booking. Once everything is confirmed, I'll send you your booking confirmation to look over — names, dates, flight times, and room type — so you can double-check that it's all correct.

From Booking to Takeoff

You'll hear from me along the way — what to take care of and when, destination tips, packing lists and more. Your travel documents arrive about two weeks before you go, and you have my support the whole way through.

What to Expect

Planning works best as a partnership. Here's what I'll take care of — and the handful of things that help me get it right.

What You Can Expect

Honest Recommendations

Options chosen because they genuinely fit you — not because they're the easiest thing to book.

The Research Handled

Resorts, flights, airport transfers, and excursions all compared properly before anything reaches you.

Clear Communication

You'll always know where things stand, what I'm working on, and what happens next.

Organized Documents

Everything in one place, plus app access to your full itinerary wherever you are.

Support While You Travel

If something goes sideways while you're away, you can reach me by phone, text, or email.

Where You Come In

Tell Me What You're Picturing

Dates, destinations, budget, and anything that matters to you — rooms, dining, accessibility, celebrations.

A Reply When You Can

Availability and pricing move fast, so hearing back from you helps me hold the good stuff.

Your Honest Reaction

Tell me what you love and what you'd like changed — the sooner I know, the faster it comes together.

Accurate Traveler Details

Each traveler's name exactly as it appears on their passport or legal ID, plus dates of birth.

One Last Look

A quick check of names, dates, and times before I finalize — two sets of eyes are better than one.

Truly, the more I know about how you like to travel, the better your trip gets.
Nothing is too small to mention.

Kind Words

A few notes from travelers I've had the joy of planning for.

★★★★★

Katie's Travel Agency made planning our honeymoon so easy and stress-free. Everything was seamless, and we felt so taken care of from start to finish. There was no hassle with flights or transportation. We couldn't have asked for a better experience and highly recommend her!

Erin H.

HONEYMOON

★★★★★

We recently went to Punta Cana to celebrate our anniversary and the whole experience was amazing thanks to Katie! We told her what we were looking for (adults only, all inclusive, etc) and she recommended the perfect option for us. She makes vacations seem like an actual vacation by taking the guess work out of transfers, what is needed/where, etc. Will be working with her again and again in the future!

Elissa H.

PUNTA CANA

★★★★★

Katie was very fun and easy to work with. She gave many options within our budget and time frame and gave personal recommendations about which resorts she has been to. She answered all of our questions in a timely manner and gave a ton of good information about everything from how to get there, what to do, what not to do, and how to get home. We really enjoyed this trip! Thank you Katie!

Alea E.

ALL-INCLUSIVE RESORT

★★★★★

Katie was absolutely wonderful to work with! She made our 10-day trip to Italy seamless by helping us book airline tickets and finding the best hotels in the areas we planned to explore. Her knowledge of international travel was impressive and she was always communicative and responsive, making the entire planning process stress free. If you are looking for a travel agent who is experienced, detail oriented and truly cares about making your trip amazing, I highly recommend hiring Katie!

Farryn H.

ITALY

★★★★★

Katie was excellent. She responded promptly to every communication (usually within an hour) and booked us a great vacation! We experienced weather issues due to Hurricane Helene as well and Katie was able to make changes to our bookings within a few hours of our initial call. Additionally, the insurance that was paid for as part of our booking with Katie, reimbursed us for our trip disruption and hotel changes due to the weather. Highly recommend working with Katie.

Chad B.

REPEAT CLIENT

★★★★★

Katie was the best travel agent we could have asked for! My husband and I last minute decided to take a one year anniversary/honeymoon trip to Switzerland and wanted to find a local travel agent in Fargo, ND. We gave Katie about 2.5 months to plan it which was not a lot of time at all. She was so easy to work with and even with the short notice, planned us the trip of a lifetime!! She was quick to respond to all of our questions, had everything planned, gave us so much information and tips/tricks, and had our itinerary all planned out and set for us. We plan to use her for all of our travel plans in the future!! She was AMAZING.

Monica S.

SWITZERLAND

Travel Experience Packages

Every traveler has different needs — from a single-city getaway to a fully managed, multi-destination itinerary. These packages are organized by the kind of trip you're taking and the level of support you're looking for.

One Destination

Explorer

STARTING AT \$50 / person

Single-city trips — Nashville, New York, Rome, Tokyo.

Jetsetter

STARTING AT \$50 / person

Beach vacations — Cancún, Punta Cana, Maui, Costa Rica.

Multiple Destinations

Seafarer

STARTING AT \$50 / person

Cruises around the world.

Voyager

STARTING AT \$100 / city / person

Multi-city trips — Italy by train, island hopping.

Full Service

Globe Trotter

STARTING AT \$250 / city / person

Concierge-level planning — add it to any trip.

Not sure which one fits? Tell me about your trip and I'll point you to the package that makes the most sense.

Explorer

For domestic or international single-city experiences — think Nashville, New York, Rome, or Tokyo.

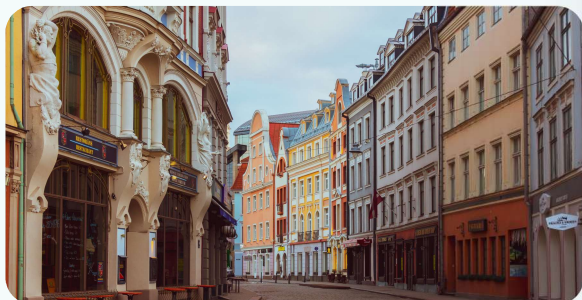
STARTING AT

\$50 / person

This Is Perfect for You If...

You want a fully planned single-city trip without the overwhelm of sorting through endless options. Maybe it's a city you've never visited before, or you just want everything booked properly from the start — flights, hotel, airport transfers, excursions, and the little details that make a trip run smoothly.

It's ideal if you want clear recommendations and someone handling the logistics while you enjoy the getaway.



What's Included

- ◆ Personalized planning for a single-city getaway
- ◆ Customized proposal with up to 3 curated options
- ◆ Up to 2 rounds of revisions
- ◆ I book and manage your hotel or resort, flights, airport transfers, and excursions
- ◆ Resort credits, upgrades, or perks when they're available
- ◆ Electronic and printed travel documents
- ◆ Itinerary access via app
- ◆ Support while you're there — by phone, text, or email

I'll help you make the most of your time there, so the trip feels full without ever feeling rushed.

Jetsetter

For beach vacations and escapes in the sun — think Cancún, Punta Cana, Maui, or Costa Rica.

STARTING AT

\$50 / person

This Is Perfect for You If...

You're planning a beach getaway — a classic all-inclusive in Mexico or the Caribbean, or a beach vacation somewhere like Hawaii, Florida, or Costa Rica — and you want the whole process to feel effortless.

Rather than sifting through dozens of properties and reviews, you want recommendations that match your style and budget — with everything booked correctly from the start.



What's Included

- ◆ Personalized planning for your beach vacation
- ◆ Customized proposal with up to 3 curated options
- ◆ Up to 2 rounds of revisions
- ◆ I book and manage your resort, flights, airport transfers, and excursions
- ◆ Resort credits, upgrades, or perks when they're available
- ◆ Electronic travel documents
- ◆ Itinerary access via app
- ◆ Support while you're there — by phone, text, or email

Finding the right resort for you is my favorite part of this, and the part I'll take the most care with.

Seafarer

For cruises around the world.

STARTING AT

\$50 / person

This Is Perfect for You If...

You're planning a cruise and want help navigating all the moving parts — without spending hours comparing ships, cabin categories, itineraries, and cruise lines on your own.

Whether it's a quick Caribbean getaway, an Alaska adventure, or a longer itinerary overseas, I'll cover everything from the right sailing and cabin location to flights, hotels, airport transfers, excursions, and dining.



What's Included

- ◆ Personalized planning for your cruise
- ◆ Customized proposal with up to 3 cruise options
- ◆ Up to 2 rounds of revisions
- ◆ I book and manage your cruise, flights, pre/post cruise hotel, airport transfers, and excursions
- ◆ Guidance on cabin selection, dining, gratuities, and cruise add-ons
- ◆ Onboard credits, upgrades, or perks when they're available
- ◆ Electronic travel documents
- ◆ Itinerary access via app
- ◆ Support while you're there — by phone, text, or email

Cabin location, dining times, port days — I'll walk you through all of it, so none of it feels confusing.

Voyager

For multi-city and multi-destination trips — think Italy by train, island hopping, or London and Paris in one go.

STARTING AT

\$100 / city / person

This Is Perfect for You If...

You're planning a multi-city or multi-destination trip and want everything to flow smoothly from point A to B — and C, and maybe D.

Whether it's Europe, island hopping, or a mix of cities and beaches, you want smart routing, realistic timing, and the transportation, hotels, and activities fully managed — rather than piecing it together yourself.



What's Included

- ◆ Personalized planning for multi-city or multi-destination trips
- ◆ Customized proposal with up to 3 curated options
- ◆ Up to 2 rounds of revisions
- ◆ I book and manage your hotels and resorts, flights, airport transfers, and excursions
- ◆ Smart routing and realistic timing between destinations
- ◆ Resort credits, upgrades, or perks when they're available
- ◆ Electronic and printed travel documents
- ◆ Itinerary access via app
- ◆ Support while you're there — by phone, text, or email

I'll build your days with plenty of breathing room, so the trip flows easily from one place to the next.

Globe Trotter

Concierge-level planning — rail, dining reservations, spa appointments, and the small details handled.

STARTING AT

\$250 / city / person

This Is Perfect for You If...

You want me handling more than the big pieces. Whether it's the time you don't have or simply the preference not to, you'd rather someone else organize the countless small details a trip like this involves.

Works for any kind of trip — milestone celebrations, bucket-list destinations, longer itineraries. Rail travel, dining reservations, spa appointments, and the personal touches taken care of. A “just tell me when to show up” level of ease.



What's Included

- ◆ Full-service planning from start to finish
- ◆ Customized proposal with up to 3 curated options
- ◆ Up to 3 rounds of revisions
- ◆ I book and manage your hotels and resorts, flights, rail, airport transfers, excursions, dining, and spa
- ◆ Resort credits, upgrades, or perks when they're available
- ◆ Electronic and printed travel documents
- ◆ Itinerary access via app
- ◆ Optional pre-departure call or virtual walkthrough
- ◆ Support while you're there — by phone, text, or email

The reservations, rides, and small details handled — so you can show up and just enjoy it.

Frequently Asked Questions

If you're wondering about any of these, you're in good company — these are the ones I hear most.

◆ I don't have a passport yet. Is that a problem?

Not at all — we just need to start it early. Passports can take several weeks to arrive, so apply as soon as your trip is on the calendar. If you're short on time, expedited options exist. Tell me where you are in the process and I'll plan around it.

◆ Does it cost more to book through you?

Generally, the price will be the same, if not less, than booking direct. The difference is that you'll be working with an expert who can give you custom options based on your preferences — and someone in your corner if something goes wrong.

◆ What if I don't know where I want to go?

That's a great place to start. Some people come to me with a spreadsheet, others just say "somewhere warm." Tell me how you want the trip to feel and I'll bring you options.

◆ How far in advance should I book?

I always say the sooner the better. Prices tend to go up as availability goes down — the closer we get to your dates, the fewer options you'll have, which pushes prices higher. Ideally, at least 3–6 months ahead for beach vacations, and 6–12 months for Europe, Alaska, or bucket-list trips. Shorter planning windows are an option too.

◆ Do I have to pay for the whole trip at once?

Generally, no. Most trips allow for a deposit, a final payment, and interest-free payments in between.

◆ What if I don't love the first proposal?

Just tell me what you love and what you don't love about it, and I'll make adjustments when available.

◆ What happens if something goes wrong while I'm traveling?

You call, text, or email me. Delays, weather, a resort mix-up — that's exactly what I'm here for. We'll also go over travel insurance options together before you go.

◆ Do you plan destination weddings and group trips?

Yes — destination weddings and group travel are a big part of what I do. Just reach out and we'll talk through what you have in mind.

Still wondering something? Just ask — no question is too small.



Thank You!

I'm grateful to be part of your journey.

Planning your trip is just the beginning — I'm here for all of it. Thank you for taking the time to read through how I work. I can't wait to help you travel better, explore deeper, and connect fully.

If you have any questions at all, please reach out. I'd love to hear where you're dreaming of going.

START PLANNING YOUR TRIP

Or send your questions to: **katie@katiestravelagency.com**

KATIESTRavelAgency.COM