**REMINDER: Please use Chrome of Firefox when completing the form**

**Passenger Information Section**

* Where did you first hear about us = Wedding/Vow Renewal guest
* Total Number of Passengers = # of people staying in room together
* For each passenger sharing a room
  + Full legal name as it displays/will display on passport
  + Passenger DOB
  + Gender
  + [Passport Number and Passport Exp if available]

**Contact Information Section**

* For lead passenger completing the form
  + Your Country (defaults to United States)
  + Street Address
  + City
  + State
  + Zip
* Email Address (for lead passenger and any other passengers that wish to be added)
* Phone Number (for lead passenger and any other passengers that wish to be added)
* Emergency Contact (for lead passenger)

**Trip Information**

* Name of Resort/Cruise = Beaches Turks & Caicos
* Destination(s) = Turks & Caicos (PLS airport)
* Departure Date = desired departure date
* Return Date = desired return date
* Room/Cabin Type = desired room category
* Bedding Type = desired bedding configuration (e.g. king bed or two double beds)
* Departure Airport = departure airport (e.g. MSP) if planning to book air through EverAfter Travel or leave blank if planning to book air separately
* Vacation Type = Destination Wedding Guest
* Seat Assignment Preferences = desired seat assignments if planning to book flight through EverAfter Travel or leave blank if planning to book air separately
* Frequent Flyer Info = frequent flyer number(s) if planning to book flight through EverAfter Travel or leave blank if planning to book air separately
* Active Military/Veteran = select appropriate answer
* Travel Protection = select appropriate answer (travel insurance information is available on the wedding page, but if a guest selects yes, then I will also be follow up with them to make sure they have the information they need to get set up)
* Your Anniversary = anniversary date (this is optional but useful because Beaches Turks & Caicos will do something special to help you celebrate and you may be eligible for a free night if traveling within 30 days of your anniversary date)
* Wedding Group Name = Peterson/Casey Wedding

**Payment Information Section (complete if ready to apply deposit)**

REMINDER: Guests will need to send the security code from the card to Jodi separately via email/text

* Payment Type = type of credit card using for payment
* Credit Card Number
* Expiration Date
* Billing Address Same as Mailing Address = enter appropriate answer
* Name on the card
* Billing Country (defaults to United States)
* Billing Address fields will auto populate if select Yes for the Billing Address Same as Mailing Address field
* Payment Description = can leave blank or most people enter the word “Deposit” unless they want to pay in full
* Pay in Full or Deposit = select appropriate value
* Submit an additional payment type = select appropriate value

**Additional Information Section**

* Special Requests = can leave blank or enter any special requests
* Other Questions/Comments = can leave blank or enter any questions/comments (good to send longer questions/comments via email as they don’t always come through the best via the form)

**Final Steps**

Click the I Agree checkbox

Sign in the Electronic Signature box

Click the Submit button