

Group Travel Member Responsibilities

Dear [Member's Name],

As we prepare for our upcoming group trip to [Destination], we would like to outline the responsibilities of each member to ensure a smooth and enjoyable experience for everyone involved.

1. Communication

All members are expected to maintain open lines of communication. Please regularly check your email and group messaging platform for updates.

2. Financial Contributions

Each member is responsible for their share of the travel costs, including accommodation, transportation, and group activities. Payments should be made by [Due Date].

3. Participation in Activities

All members are encouraged to participate in planned activities. If you are unable to attend, please inform the group in advance.

4. Respect and Cooperation

Mutual respect and cooperation are essential. Please be mindful of others' opinions and schedules.

5. Packing and Preparation

Each member is responsible for packing their own belongings, ensuring that they have necessary travel documents and personal items.

We appreciate your cooperation and look forward to an exciting trip together!

Best regards,

[Your Name]

[Your Position]

[Travel Group Name]