

# Group Travel Guidelines for [Social Club Name]

Dear [Members/Travelers],

As we prepare for our upcoming group travel event, we want to ensure that everyone is aware of the guidelines to make our trip enjoyable and safe. Please review the following:

## 1. Booking and Payments

- All payments must be completed by [Deadline Date].
- Reservations are non-refundable after [Refund Deadline].

## 2. Group Behavior

- Maintain a respectful and friendly attitude towards all members.
- Follow the itinerary and stay informed about scheduled activities.

## 3. Safety and Health

- Keep emergency contact information accessible at all times.
- Adhere to any health guidelines set by our destination.

## 4. Transportation

- Group transportation will be arranged and details will be shared prior to departure.
- Be punctual for all transportation schedules.

## 5. Communication

- Join our group chat for updates and coordination during the trip.
- Designate a point of contact in case of emergencies.

Thank you for your attention to these guidelines. We look forward to a great trip together!

Sincerely,  
[Your Name]  
[Your Position]  
[Social Club Name]