

Plan an experience



Define the experience, its price and what guests receive.

Offer name and version

Who it is for and what guests want

Operator, location, dates, duration and group size

Itinerary and what is included

Exclusions and guest preparation

Price, direct costs and cost worksheet

Availability, permissions and operating arrangements

Prepared by, date and next check

Guest inquiry and proposal



Turn a guest request into a clear offer.

Inquiry reference, date and person responding

Guest name, contact and preferred response method

Dates, party size, interests and referral

Practical requirements and suitability

Proposed experience and inclusions

Exclusions, price and booking terms

Operator, available capacity and proposal status

Next response, responsible person and date

Booking details



The booking, guest preparation and arrangements in one place.

Booking reference, guest and experience

Confirmed date, location and group size

Operating business and main contact

Agreement and cancellation terms

Deposit, payment dates and payment record

Preparation sent and guest requirements

Outstanding arrangements and booking status

Confirmed by, date and next check

Trip brief



A shared plan for the field lead and office contact.

Trip reference, experience, date and operator

Field lead, office contact and guest roster

Meeting point, itinerary and return plan

People, equipment, food and transport

Access conditions and outside-provider records

Communications, emergency plan and guest needs

Go, modify, hold or cancel - and reason

Decision made by, time and next check

Trip results



Compare the guest experience, costs and follow-up.

Trip reference, date and person completing this form

Guest outcome and feedback

Quoted and actual costs, collections and payment record

Equipment condition and follow-up

Issues and separate incident-record reference

Action needed, responsible person and date

What worked and what to change next time

Closeout status and next check

Compare an offer



A like-for-like comparison before changing a price or experience.

Single Shot experience and intended customer

Comparable provider, offer, source and date

Location, season, duration and group size

Inclusions, exclusions and cancellation terms

Comparable price and pricing basis

Meaningful differences in the Single Shot offer

Inquiry results and reasons won or lost

Decision, person responsible and next change

Outside provider details



The service an outside provider will deliver for your experience.

Provider business, contact and service

Single Shot role and guest-facing contact

Scope, dates, capacity and inclusions

Price, fee, payment recipient and terms

Operator qualifications, records and delivery responsibility

Changes, cancellation and issue resolution

Guest disclosures and proposal reference

Confirmed by, date and remaining action

Your Single Shot handoff



An optional place for your notes and questions about this business package.

Your name, date and package version

Plans and tools you want to use

Website and artwork files you need

Domain or publishing access to arrange

Offer or financial figures you want to change

Next action, agreed person and date

Help you would like from CSG

Other comments or questions