



Processing travel arrangements means:	Placing reservations Obtaining confirmation Determine package cost and inform client. Issuing ticket, vouchers and other documents. Monitoring the travel.
Tour Operators	Assemble accommodation, transportation, and other travel services into a package for resale through travel agents.
Tailor made packages (Ad hoc)	Based on specific client's needs
Regular Packages	Based on perceived needs of market
Inbound	deal with inbound foreign tourists provide them services such as transfer and accommodation, transportation, sightseeing. They can formulate trip individually or in collaboration with foreign tour operator
outbound	specialized in promoting and designing multi-national tours especially foreign country. They sell trip to an individual or group of people of his own country to another country or a number of countries for specific pre decided period. The outbound tour operator arrange travel documents, transportation to a central point where the tour starts and contracts with inbound to provide accommodation, transportation, local sightseeing and other services as needed through the tour. They work with inbound and ground operators
Domestic	they operate within the boundary of the country and meet the individual or group needs of travellers
Ground operators	they are expected to provide land arrangements at a particular destination



Ground Arrangements

comprise of transfers and sightseeing tour only.

Land Arrangements

includes transfers, sightseeing tours and hotel accommodations with or without a meal plan/meal

Inclusive Tour Package

includes transfers, sightseeing tours, hotel accommodations with or without meal plan plus transportation by air, sea, or land.

Inclusive Escorted Tour Package

inclusive tour package with the services of a tour escort.

Characteristics of Tourist Destination

•Transportation - refers to accessibility  
•Facilities - Availability of lodging facilities.  
•Infrastructure - development of basic infrastructure like water, electricity, sewage, drainage, and communications.  
•Attractions and Activities - as sight to view and admire and the activities to participate in and experience.  
•Hospitality Resources - general public attitude towards visitors and language facilities.

Basis in Evaluating Tourist Destination

•Accessibility - all transportation to and from the origin to the destination by air, sea and land plus all support infrastructure.  
•Comfort and Convenience - the facilities catering to the basic human needs and the improvement of the basic facilities.  
•Education and Entertainment - the feeling of the visitor that she has learned something.  
•Service, Safety, and Security - includes the prevention of accidents, the maintenance of peace and order, and the protection of life and property.

Tour planning

1. Setting up a tourist profile (think about tourists needs and requirements)  
2. Do the research (research should include accommodation, transportation, attractions and activities)  
3. Write an itinerary (pay attention that you have two types of itinerary general and timed)  
4. Prepared documents (reservations, confirmations for transport, car rentals, accommodation, collect maps, travel documents, get information on health, safety, water, clothes needed, time charges, exchange rates)  
5. find out as much as you can about culture and language