

Tour Guide

An individual, who, either as an employee or affiliate of a duly licensed travel & tour agency, GUIDE tourist, both foreign and domestic, for a fee, commission or any lawful form of remuneration

Free Lance

not permanently connected with any travel agency and paid per trip.

Staff Guide

permanently connected with a travel agency, receives monthly salary

Local guide

a person competent enough to guide in a certain locality or area.

Escort

person who accompanies a group of tourists from the point of origin to the destination, and back to the origin. Usually handles group's check in and check out.

Specialist

• person who specializes in a certain field such as botany, architecture, etc.

Linguist

• person who speaks fluently two or more foreign languages.

Pre – tour

• Study your tour assignment • Be aware of the composition of the group • Review itinerary • Be reminded of cash advances, vouchers needed • Know your vehicle to be used, plate number and name of driver or coordinator?

On Tour

•Be punctual•Make sure you have complete name of guests, cash advances and tour vouchers•Check your transport amenities•Meet and greet the group•Discuss itinerary and check other concerns •Deliver commentaries•Announce inclusions of the tour and what to expect•End your day/tour by thanking the guests•Announce the next day's itinerary/program and give instructions

Post Tour

•Gather all collected vouchers•Prepare tour guide's report•Submit tour report to immediately after the tour•Accomplish financial report with receipts, vouchers and other assignments•Liquidate (if necessary)