



How We Work & *Investment* Guide

Thoughtful travel planning for busy people who want their time away to feel well-paced, intentional and meaningful.

www.equilibriumtravel.com

Welcome To Equilibrium | Travel with Intention



Hi, I'm Elizabeth, the travel advisor behind Equilibrium Travel. I work with busy, thoughtful people who want incredible, immersive, authentic travel, but don't have the time or energy to plan it themselves.

My clients have a lot going on: work, family, life logistics. The idea of researching destinations, comparing hotels, and fitting everything together can feel overwhelming. My job is to take that off your plate and design travel that feels like you: grounded, easeful, and genuinely meaningful, not just what the internet says you're "supposed" to do.

This guide walks you through how we'll work together, what I'll take care of for you, and the different ways we can partner to plan your next trip.

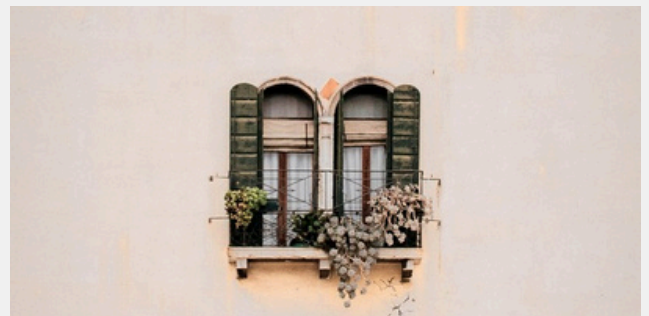
Elizabeth Hoesley

OWNER & TRAVEL ADVISOR

HOW IT WORKS

SHARE YOUR TRIP & GOALS

Start by filling out my short inquiry form so we can get a feel for your dates, destination ideas, travel crew, budget, and how you want this trip to feel.

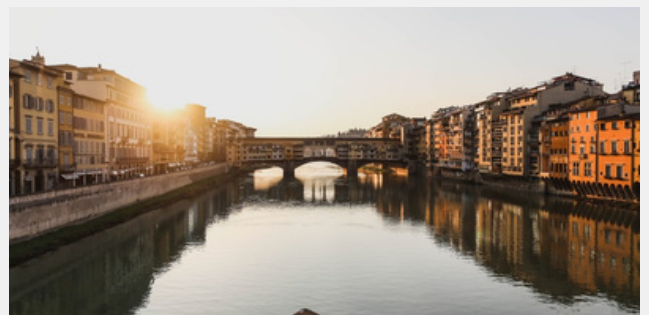


CONNECTION CALL

We'll hop on a call to talk through what you're craving from this time away - rest, connection, adventure, celebration, or a mix - and which service tier makes the most sense for your trip. We'll answer your questions and outline next steps.

PLANNING FEE & PROPOSAL

Once you choose your service tier and pay the planning fee, we'll design a customized trip proposal. You'll have the chance to review, ask questions, and request revisions so the plan feels just right.



BOOKING & SUPPORT

After you approve the proposal, we'll handle the booking process, ensuring everything is reserved and ready for your upcoming adventure.

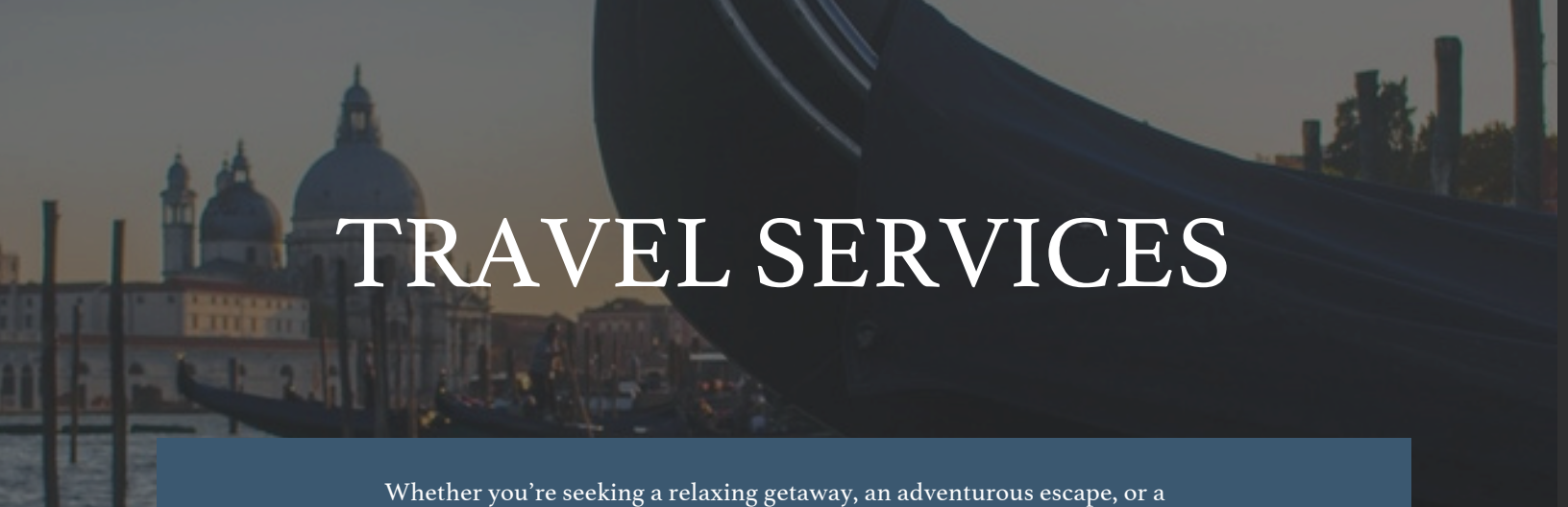
CLIENT HOMEWORK & EXPECTATIONS

Expectations

- **Provide Honest Travel Preferences:** Be real with us about your budget, non-negotiables, and any special requests or accommodations. There is no “right” kind of trip here - it’s about what will genuinely support you.
- **Respond Promptly to Communication:** Timely responses are essential. We’ll give you deadlines for proposals, deposits, etc, and during active booking periods, we expect responses within 2 to 3 days.
- **Review & Approve Proposals:** When you receive your proposal, take a moment to sit with it. Tell us what feels like a “yes,” what feels off, and what you’re unsure about. Your feedback is how we get to “this is exactly what I want.”
- **Planning Fee:** Ensure the planning fee is paid promptly to initiate your personalized trip planning services and proposal creation.
- **Documentation:** Any required traveler details (names as on passport, dates of birth, passport info, etc.) are needed before we can confirm bookings.
- **Confirm Final Trip Details:** Before we lock everything in, we’ll send a summary of your flights, accommodations, and major activities. This is your chance to double-check spelling, dates, and times so we can fix anything before tickets are issued.

Homework

- **Complete the Inquiry Form:** Fill out our inquiry form with accurate and comprehensive details to help us understand your travel needs and plan effectively.
- **Provide Requested Information:** Share any additional information or preferences that may help in customizing your travel experience, such as preferred activities, dining options, and special requests.
- **Stay Organized:** Keep track of all communication, documentation, and trip details to ensure a smooth travel experience.
- **Prepare Travel Documentation:** Ensure you have the necessary travel documents ready, including passports, visas, travel insurance, and any other required paperwork.
- **Finalize Packing Lists:** Prepare a detailed packing list based on your travel itinerary and any specific weather conditions or local customs.
- **Stay Informed:** Keep an eye on any travel advisories, health requirements, or destination-specific guidelines to ensure a safe and smooth journey.



TRAVEL SERVICES

Whether you're seeking a relaxing getaway, an adventurous escape, or a luxury vacation, our team is dedicated to ensuring every detail is taken care of, so you can travel with ease and confidence. Different trips need different levels of support, and Equilibrium Travel offers several planning tiers so you can choose the support you need.

Each tier is based on travel planning for a 7 day trip for a party of 2 adults OR a family of 4, with flexibility to add on as needed.

A LA CARTE

For travelers who already have a general plan in mind but want expert help with one specific piece - most often hotels or a few carefully chosen extras. You keep control of the big picture; we step in where guidance matters most.

Hotel only: Complimentary
Add-ons: starting at \$25

FOUNDATION

For busy travelers who want the core structure of the trip handled clearly and well, without a fully built-out itinerary. You'll know exactly where you're staying, how you're getting there, and how the logistics fit together.

Starting at \$150

FLOW

For travelers who want more shape and support during the trip itself, not just flights and hotels. Ideal if you care about pacing, curated recommendations, and a gentle sense of structure, but don't want every moment scheduled.

Starting at \$300

FULLY MANAGED

For clients who want to hand off the trip almost entirely and trust that each moving piece will be thoughtfully handled. Best for limited time or bandwidth and a high desire for ease, personal attention, and seamless support from planning through departure.

Starting at \$450

A La Carte Planning

This is perfect for you if...

- You already have a general trip plan or flights booked, but want expert help with one slice of the experience.
- You're mostly looking for hotel support or a few carefully chosen extras, not full start-to-finish planning
- You want less mental load around decisions that matter most, while keeping plenty of flexibility and control.



WHAT'S INCLUDED:

- DIY via our Virtuoso portal, giving you access to preferred partner perks where available.
- Advisor-supported hotel booking
- Trip add-ons (fee-based)
 - Available as add-ons when you need a bit more support:
 - Spa and dining reservations
 - Select event tickets or special experiences
 - Additional travelers added to an existing trip
 - Additional days or destination segments
 - Other small but meaningful details by request

Hotel only bookings are complimentary. Planning fees for A La Carte services are quoted based on the specific support you need and will always be shared and agreed upon before we start.

FOUNDATION PLANNING

This is perfect for you if...

- You want the core structure of your trip handled clearly and well, but don't need every moment planned.
- You're most concerned with staying somewhere that feels right, getting from A to B smoothly, and knowing the basic shape of the trip.
- You like a mix of support and freedom: solid logistics, flexible days.



WHAT'S INCLUDED:

- One destination
- Hotel selection and booking
- Flight selection guidance and booking support
- Arrival and departure transfers arranged where appropriate
- A streamlined trip outline (what happens when, in plain language)
- Essential logistics guidance, such as:
 - What to expect on arrival
 - Local transportation basics
 - Key timing considerations (check-in/out, transfer timing, etc.)

INVESTMENT
STARTING AT

\$150

FLOW PLANNING

This is perfect for you if...

- You want more guidance on how your time should feel during the trip, not just where you're sleeping at night.
- You care about thoughtful pacing, curated recommendations, and a sense of structure—without feeling over-scheduled.
- You love having trusted suggestions for what to do, see, and eat, but still want space to follow your energy each day.



WHAT'S INCLUDED:

- Everything in Foundation Planning, plus:
- Up to 2 destinations
- Curated tour and activity recommendations aligned with your pace, interests, and energy
- Booking for a limited number of key tours/experiences (for example, up to 3 per destination)
- Dining recommendations tailored to your preferences (vibe, budget, dietary needs)
- Simple day-by-day flow suggestions so you know what could happen when, without being locked into a rigid schedule

INVESTMENT
STARTING AT

\$300

FULLY MANAGED PLANNING

This is perfect for you if...

- You want to hand off the trip almost entirely and trust that each moving piece is thoughtfully handled for you.
- Your schedule or mental bandwidth is limited, and ease is a top priority.
- You value a seamless experience with high-touch support from the early planning conversations through departure (and, if you choose, while you're traveling).



WHAT'S INCLUDED:

- Everything in Flow Planning, plus:
- Full experience planning and booking (tours, activities, and key reservations)
- Spa appointment planning and booking (where applicable)
- Dining reservations coordination for your priority meals
- Trip delivered in an electronic itinerary app for easy access on the go
- On-trip support through WhatsApp.
- Optional: Pre-travel wrap-up call to review timing, expectations, and any last questions.

INVESTMENT
STARTING AT

\$450

RATE SHEET

Product & Service

Price

Additional travelers (per person)	\$50
Additional days (per day)	\$50
Additional destination (per destination)	\$150
Rush fee (travel within 3 months)	\$200
Airfare (per person)	\$25
Spa reservations	\$25
Dinner reservations	\$25
Additional tours or activities	\$25



We're *So Excited To* Work With *You!*

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