

# How to book seamless travel for VIPs

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When it comes to booking travel for VIPs—board members, executives, or high-profile managers—every detail matters. Expectations are high, time is limited, and the margin for error is nearly zero. Managing these trips requires more than standard booking skills—it takes precision, proactivity, and a personal touch.

Whether you're a personal assistant or a corporate travel arranger, use these nine essential tips from BCD Travel's seasoned VIP agents to deliver flawless travel experiences every time.



## Tip 1

### Create a complete traveler profile

Personalization is the foundation of VIP travel experiences. Know your VIPs and their preferences. Document every detail—seat preferences, favorite airlines and hotels, loyalty memberships, dietary needs, and even which passport the traveler uses for specific destinations. Keep these profiles updated and easily accessible so you can act quickly and accurately without asking repeat questions.



## Tip 2

### Move fast

VIPs and their assistants expect immediate action. When a request comes in, respond quickly with clear, ready-to-go solutions. If you don't know the answer, find out fast and follow up. A swift response not only builds confidence—it keeps travel running smoothly under tight timelines.



## Tip 3

### Anticipate every need

Stay one step ahead. If your traveler is arriving early after a red-eye flight, secure early check-in before they ask. If they appreciate itinerary reminders, schedule them automatically. Anticipating needs reduces stress, avoids surprises, and demonstrates proactive care.



## Tip 4

### Stay informed and adaptable

The travel landscape changes by the minute. Monitor flight disruptions, strikes, weather patterns, and local events that could affect your traveler's plans. Staying current allows you to pivot quickly, reroute efficiently, and maintain a seamless experience—even when circumstances shift.



## Tip 5

### Build strong supplier relationships

Relationships matter, especially when you need priority treatment or last-minute adjustments. Maintain close connections with hotels, airlines, ground transport providers, and other suppliers. A trusted network gives you faster confirmations, better upgrades, and personalized service for your VIPs.



## Tip 6

### Triple-check every detail

Accuracy is non-negotiable. Confirm flight times, seat assignments, passport details, and hotel inclusions. If your traveler expects an all-inclusive stay, make sure the booking reflects it. Precision at this level prevents small oversights from turning into big issues.



## Tip 7

### Communicate with confidence

Be concise, professional, and clear—never uncertain. Confirm the preferred communication method for each traveler, whether it's a phone call, text, or email. Your tone should convey control, reliability, and readiness.



## Tip 8

### Solve problems under pressure

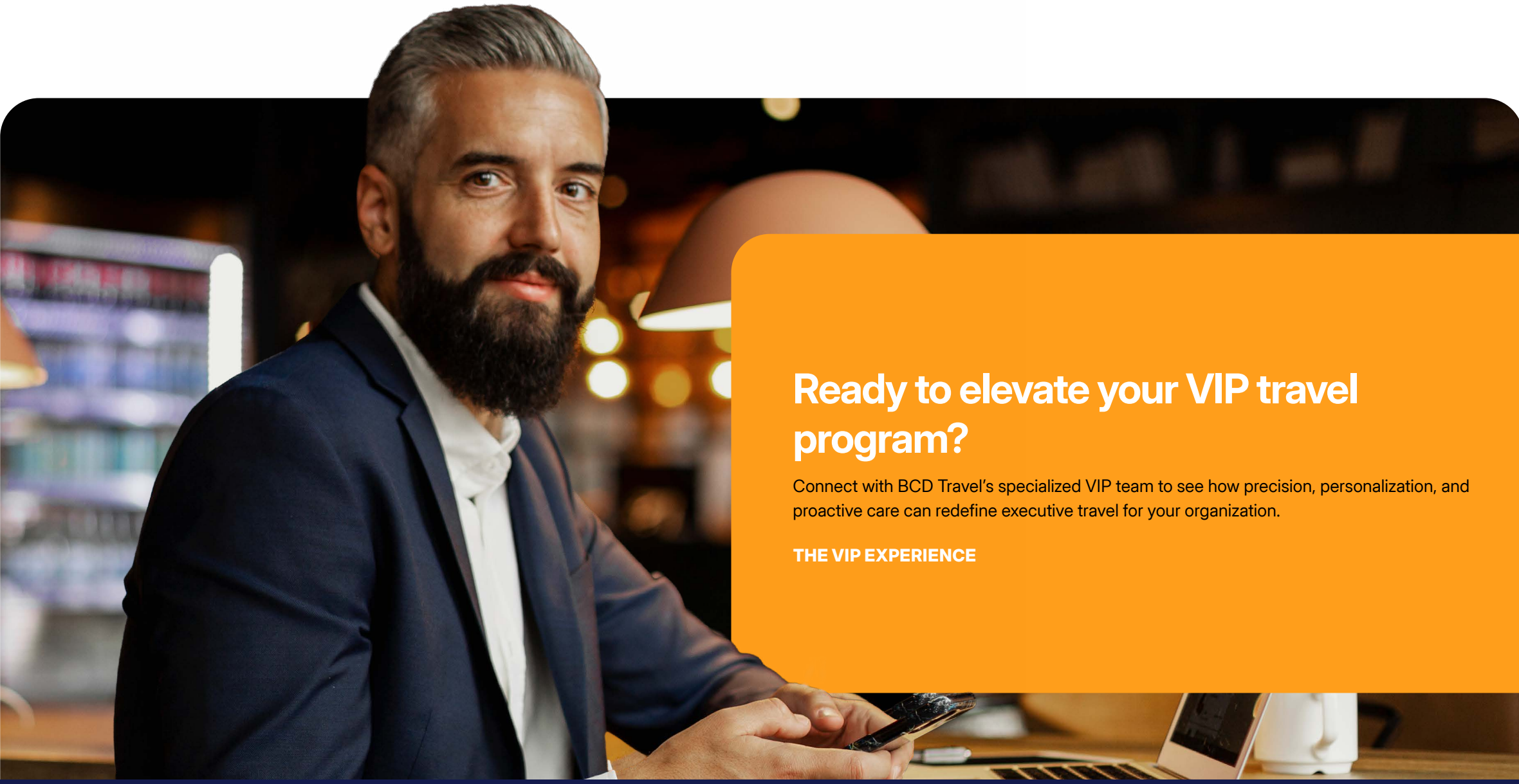
Disruptions happen—flights get canceled, schedules shift, and reservations fall through. The key is to stay calm, think creatively, and act quickly. Draw on your network, stay flexible, and focus on solutions. Your ability to handle pressure with poise builds lasting trust.



## Tip 9

### Partner with a pro

Managing VIP travel can easily become a full-time job. Partnering with a specialist like BCD Travel ensures your executives get the white-glove service they expect. BCD's dedicated VIP team delivers personalized itineraries, proactive monitoring, and 24/7 support—giving you peace of mind and your travelers a seamless experience from start to finish.



## Ready to elevate your VIP travel program?

Connect with BCD Travel's specialized VIP team to see how precision, personalization, and proactive care can redefine executive travel for your organization.

THE VIP EXPERIENCE