

Atlantis Groups

Requirements

- -Social groups have a minimum of 8 nights per night (birthday or wedding groups)
- minimum of 10 rooms per night for corporate groups or other types not listed as social
- -For groups of 9 rooms per night or less, call 1.800.ATLANTIS or Book Now on Travel Agent Dashboard | Atlantis Bahamas

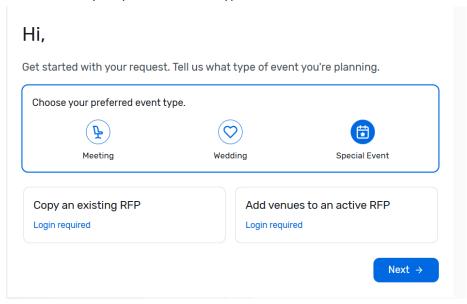
Important Information

- -You will need to submit the RFP on our booking site with Atlantis.
- -You are able to submit an email with the information needed but the form is the preferred method to request. <u>GroupSales@atlantisparadise.com</u>



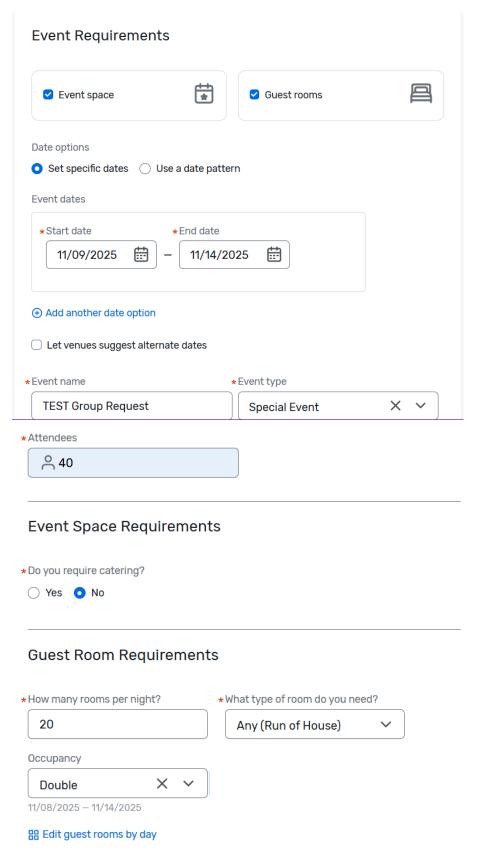
How to book a group with Atlantis-

- 1. At <u>Outdoor Group Conference Venues Bahamas</u>, fill out the request a proposal form.
- 2. Select your preferred event type-



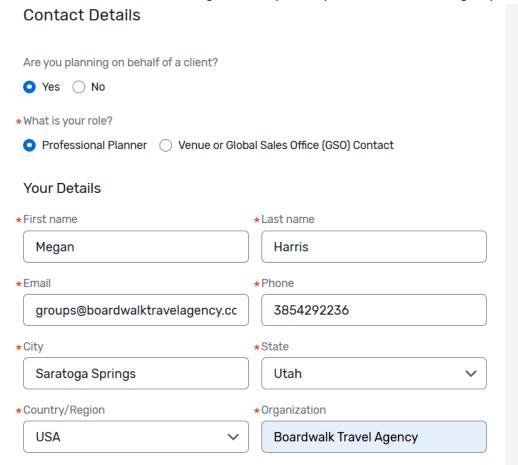
3. Here you will fill in if event space and/or guest rooms are needed, your dates, and details of the event.





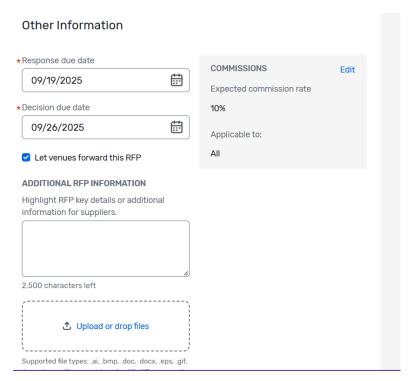


4. On the Contact Details, make sure you select that you are planning on behalf of a client, then select Professional Planner. For Organization, you will put Boardwalk Travel Agency.

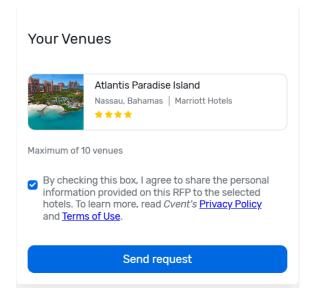


5. Under Other Information, you can put if you need a response by a certain time or decision made. Where it says "Commissions", you will enter in our commission rate at 10% and add "All".





6. When you are done filling in all information needed, on the right hand side of the screen select that you agree and then send the request.





7. After submitting the request, you will receive proposals.



Your RFP has been sent to a venue

You should start receiving proposals soon.

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com
- -groupsales@atlantisparadise.com

Atlantis Groups department- <u>1-800-722-2449</u>