

# Culinary Tour Group Leader Checklist

## Pre-Departure

- ☐ Confirm tour itinerary & reservations
- ☐ Collect participant emergency information
- ☐ Verify dietary restrictions & allergies
- ☐ Distribute packing list
- ☐

## Arrival & Orientation

- ☐ Greet participants at meeting point
- ☐ Conduct orientation briefing
- ☐

## During the Tour

- ☐ Confirm transport arrangements
- ☐ Coordinate with local guides/chefs
- ☐ Monitor group safety & wellbeing
- ☐

## Meals & Activities

- ☐ Confirm restaurant bookings
- ☐ Check for menu accommodations
- ☐ Distribute vouchers/tickets
- ☐

## Departure & Feedback

- ☐ Confirm final transport logistics
- ☐ Collect feedback from participants
- ☐