Task Instructions for George Harrison’s Request

This task asks you to prepare a general plan and itinerary for a potential new customer, Mr George Harrison. This is an individual research-based assessment. All work must be submitted in PDF formats.

As an initial arrangement, you will need to research and provide your supervisor with a draft itinerary and plan for their next trip to Hong Kong. Details are below:

Customer details: Mr George Harrison (DOB 26/05/1981)

AUST passport no N321667

Address: 23 Langtree St, The Gap, Queensland

Business phone: 3574 0011 Mobile: 0418 587 933

He wishes to travel to Hong Kong departing from Brisbane on the 20th of next month and returning on the 25th of that month. He would like to travel business class on a nonstop flight with Cathay.

He requires accommodation in a four-star hotel in Tsim Sha Tsui district. The total cost for 5 nights’ accommodation must not exceed $3000.00

Please include passport and visa information if required and travel insurance with SureSave

**Flights** – Identify the available Cathy flights and consider what time would be best for a businessman to fly. List any the fees involved to change the booking.

**Hotel** – Research the hotel as requested in the stated Hong Kong district ensuring you follow his instructions. Produce two options for Mr. Harrison. Summarise the information in a table. Include hotel name, address, hotel star rating, hotel facilities, bedding configuration in the room. Also go to Trip Advisor and advise what the reviews are like on your selected hotels.

**Travel insurance** – Obtain a quote on travel insurance. Include the cost, Company, policy type and main inclusions of the policy.

**Technology** – Mr. Harrison may like to use technology on his trip – this is likely as it appears to be a businessperson who travels a lot. Check that he can use his mobile phone for any check in procedures with the companies you have chosen, access to Internet while travelling and perhaps any information on useful apps he could download on his Samsung phone to help him during his time away.

**Folder** – Prepare a folder including all your options, choices and information gathered for Mr. Harrison. When prepared send the folder to your supervisor for checking.

**Payment details** – While you have note constructed or provided a formal quotation for this work, it would be appropriate to give prices for parts of the trip. It would also be appropriate to give payment details (i.e. payment requirements after bookings made, payment types, etc.).

**Source evidence:** Provide a document that contains screen shots of the sites you used to access the information.

**Bibliography** – Include a bibliography with all information sources listed including the URLs.