The Family Reservation Match Sheet

A requested room is not a checked confirmation.

Match the actual record with the trip before promising the arrangement is settled.

Example: a confirmation contains the wrong departure date. The authorized adult obtains a corrected record before sharing the final family itinerary.

01 Name the trip

Use current event information.

Event and verified location

People and room needs

Required arrival and departure

Adult authorized to commit

02 Read the seller terms

Know who receives the booking.

Actual seller or provider

Terms and policy location

Change or cancellation details

Question to ask before commitment

The Family Reservation Match Sheet / Review & follow-through

03 Match the confirmation

Separate requested, confirmed and paid states.

Confirmation reference kept privately

Dates and location match

Payment or reservation state

Mismatch and evidence missing

04 Finish the itinerary

Report the response actually received.

Adult contacting the real provider

Actual correction or response

Unresolved arrangement to hold

Concise itinerary and recipients