

A brief for Executive Assistants

One trusted office for your principal's travel, and the family's.

WHAT WE HANDLE

- Executive travel: flights, private aviation, hotels, cars and meetings on the ground
- Family holidays, villas, yachts, milestones and multi-generational trips
- Last-minute changes, missed connections and re-routing while travel is underway
- Access: restaurants, events and experiences that cannot simply be booked

HOW WE WORK WITH YOUR OFFICE

- Send the request by email; we take it from there and confirm back in writing
- We keep a travel portfolio of preferences, loyalty numbers and history for every traveler
- You choose the level of updates: every detail, key decisions only, or confirmations
- One point of contact for the principal, the family and the household team

WHEN PLANS CHANGE

We stay engaged from departure to return. Members have a 24/7 after-hours line for anything that cannot wait, so you are not the one fielding the 2 a.m. call.

DISCRETION

Travel reveals a great deal about a family's life. Details are shared only with the partners delivering the trip, and confidentiality agreements are available on request.

RELATIONSHIPS

Virtuoso member, with preferred partnerships including Four Seasons Preferred Partner, Belmond Bellini Club and Rosewood Elite, bringing recognition and added privileges.

GETTING STARTED

1. Request an introduction at selectluxetravel.com/contact
2. A private conversation with Allie about how your principal and family travel
3. An annual membership: one dedicated team, every trip managed