



Notes For Guides Doing Private Tours

PREPARING FOR PRIVATE TOURS

Aquila will share with you any information we have about private tours. We do our best to find out the size of the party, the names of the guests, what they would like to do on their tour, any special requests, and any other details we can. However, our level of being able to get this information varies greatly. 😊 Sometimes private tours are existing excursions just as private adventures, and other times they may be very different from our current tours. We will share with you whatever information we receive. Because we may have little information other than departure time and duration, we would recommend that you have a plan with suggestions in mind. Then, before your tour begins, ask your guests if there was anything they had in mind that they would like to do on the tour. Get their input, and then add your suggestions. Have an outline for your time together agreed upon before you set out.

MANAGING PRIVATE TOURS

Even with an outline agreed upon, it will be extremely important to be flexible. Guests may want to stop for a photo, they may want more time at a stop, they may see a shop they want to stop at – all of those things are just fine. This is their tour, and we need to be prepared to customize it for them and be flexible as we go. Generally speaking, we do not influence the guests towards anything that will cost them extra. However, if there is something they are interested in that will cost them extra, that's fine as long as they understand that they are responsible for the additional costs – it is not included in the tour.

MEALS

Guests are responsible for paying for their own lunch (unless set up prior, in which case we would notify you). The best way to handle lunch is to assume you and the driver will not be eating with them and ask them when they would like to be picked up after lunch. If they offer for one or both of you to eat with them, you are very welcome to accept that offer.

PAYMENT OF THE TOUR

This is done through the cruise line. The guest pays the cruise line for their private tour, and all is pre-arranged. There should be no mention of paying or tipping.

TIPS & TIP SPLITTING

As always, there should be no mention of tips by the guide. Usually, guests on private tours tip the driver & guide separately, and if they do, you can leave it at that (no tip splitting required). However, if you believe that they have only tipped you, then you can split with the driver.

