

# VILLA TAYRONA

BUCERÍAS · NAYARIT

## ARRIVAL DETAILS TEMPLATE

Thank you, dear organizer, for taking the time to collect all of this information from your group. We recognize that it's a lot of work. We request these details at least 2 weeks prior to your arrival, though more notice is appreciated.

**Organizer name:**

**Phone number:**

**Do you prefer WhatsApp or text message?**

## GUEST ROSTER

The check-in process involves a tour of our space, which usually lasts about 20 minutes and is accompanied by a cocktail (**please advise if you prefer non-alcoholic beverages** for any adults). Check-in time is anytime starting at 3pm and it's helpful to have precise arrival details.

#	Guest Full Name	Age (minors only)	Arrival Date	Flight # (optional)	Flight Arrival Time	Plan for Transport to Villa	Notes or Special Requests
1							
2							
3							
4							
5							
6							
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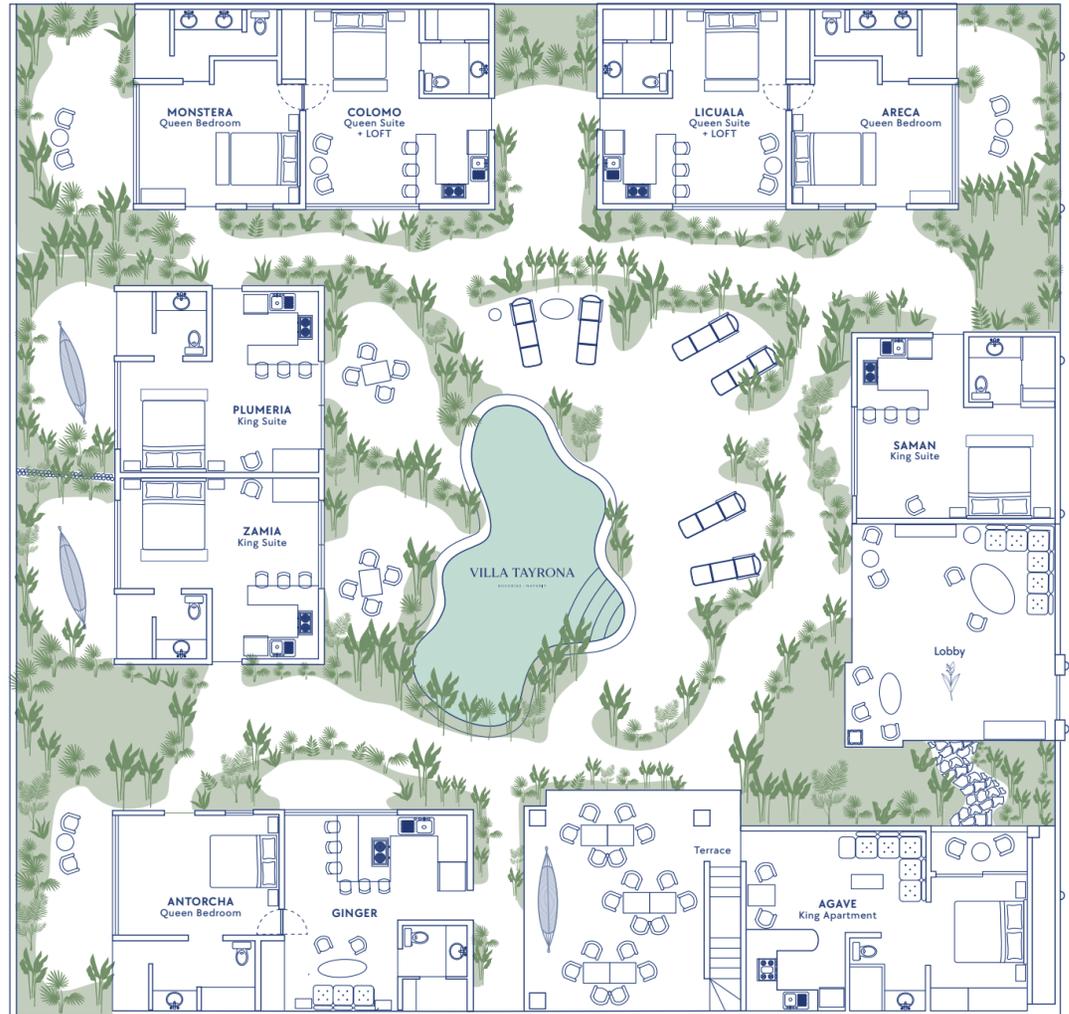
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We do not need a detailed list for departures, but it's helpful if you can share a comment about your general plan on departure day. Check-out is at 11am and you're welcome to store luggage in our garage past this time as needed.

**Departure plans:**

## ROOM ASSIGNMENTS

Room	Guest First Name(s)
<b>Plumeria</b> 1 king	
<b>Zamia</b> 1 king	
<b>Monstera</b> 1 queen	
<b>Colomo</b> 1 queen + 2 twins	
<b>Licuala</b> 1 queen + 2 twins	
<b>Areca</b> 1 queen	
<b>Saman</b> 1 king	
<b>Antorcha</b> 1 queen	
<b>Agave</b> 1 king + 1 sofa bed  <i>Would you like the sofa-bed made up? Yes / No</i>	



Would you like a Pack and Play set up in any of the rooms? If so, in which?



## SERVICES

**Will you be celebrating a specific event?** Please share with us any relevant details (the person's name, the celebration date and purpose, etc.).

**Spa services.** If you wish to book spa services, please indicate how many people would like each of the services and during what time of day they should be reserved. Multiple therapists can be booked at once (each can do up to 6 services per day) and they set up inside of the bedroom(s) you indicate. Payment in pesos is ideal and the therapists' 2025 price list is as follows: 60min massage - \$750 pesos. 90min massage - \$1050 pesos. 120min massage - \$1350 pesos. Facial - \$1150 pesos. Suggested gratuity: 10-15%.

**Other service providers.** Please feel free to describe here the other types of services you'd like us to quote or book. This might include Mariachi, transportation, yoga, Mexican Spirits tasting, Tibetan sound baths, movie nights, decorators, etc.

**Alex's schedule.** Alex is our houseman, who is also a professional bartender. He works from 9am until 6pm (with an hour off for lunch) 5 days a week. During stays of between 4 and 5 nights, he should be assigned one day off. During stays between 6 and 12 nights, he should have 2 days off. You are welcome to pick the days off for Alex that work best with your itinerary, so long as they are not the arrival or departure days.

## ITINERARY (OPTIONAL)

If you're a planner like me, visualizing your itinerary's flow will be helpful. Here is a very simple template with sample content just to give you an idea of how you might structure your time. If you find this framework helpful, please delete this content and plug in your own!

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				a	<b>April 2</b> <b>As an example</b>  Arrival Day  4pm - Land and shuttle to villa  7pm - Dinner at villa	<b>3</b>  9am - Breakfast at villa  10:30am - Spa services begin  1pm - Lunch at villa Afternoon free
<b>5</b>  You get the idea!						

## SHOPPING LIST

Our houseman, Alex, can stock groceries and the bar for you ahead of your arrival. He will provide you with the receipt from his purchases for reimbursement in Mexican pesos (please plan on reimbursing him within a day of your arrival). There is a cost of \$500 pesos for this service.

Note: we prefer that you underestimate the quantity of items you need, as we don't want you to overspend.

### Prepared Cocktails

All ingredients to prepare these cocktails will be purchased.

Cocktail	Specifications	Quantity
	<i>House, spicy, flavored, etc.</i>	<i># Drinks x # People x # Days</i>
Margarita		
Piña Colada		
Daiquiri		
Paloma		
Moscow Mule		
Aperol Spritz		
Tom Collins		
Mimosas		
Hibiscus & Mezcal		
Mocktails / "agua fresca"		
Other cocktail		

### Other Beverages

Please do not repeat ingredients intended for the cocktails.

	Brand / Type	Quantity
<b>General</b>		
Bottled water	<i>Note: Jugs of drinking water are provided</i>	

Sparkling water		
Tonic water		
Ginger ale		
Coke		
Diet Coke		
Juice		
Limes		
Other		
<b>Wine</b>		
White wine		
Red wine		
Sparkling wine		
Champagne		
Other		
<b>Beer</b>		
Corona		
Corona Light		
Modelo Especial		
Negra Modelo		
Pacifico		
Tecate		

XX		
Other		
<b>Spirits</b>		
Tequila		
Mezcal		
Rum		
Vodka		
Whiskey		
Gin		
Aperol		
Raicilla (Local)		
Other		

Potato chips		
Peanuts		
Mixed nuts		
Cheese		
Eggs		
Milk		
Cereal		
Granola bars		
Bread		
Peanut butter		
Jam		
Butter		
Sliced meats		
Vegetables		
Apples		
Bananas		
Oranges		
Local seasonal fruit		
Other		

Next is a list of the most commonly requested snack foods, but isn't comprehensive. Add any items you'd like below. Please be as specific as possible when describing your products.

**Groceries**

	Description	Quantity
Guacamole ingredients		
Fresh salsa ingredients		
Tortilla chips		
Tortillas		