

The DR Group Retreat & Offsite Planning Checklist

Free from ExperiencesDR.com · For yoga/wellness hosts, corporate offsites, incentive trips and friend-group retreats in the Dominican Republic

1. Pick the right region + airport (8–12 months out)

- ☐ **Punta Cana / Bávaro / Cap Cana** → **PUJ** (Punta Cana International). Most resort meeting space is here.
- ☐ **Santo Domingo** → **SDQ** (Las Américas). City seminars, business hotels in Piantini, coworking rooms.
- ☐ **La Romana / Casa de Campo** → **LRM**, beside the resort, about 109 km from Santo Domingo.
- ☐ **Samaná / Las Terrenas** → **AZS** (El Catey), about 30 minutes from Las Terrenas. Villa and wellness retreats.
- ☐ **Puerto Plata / Cabarete / Sosúa** → **POP** (Gregorio Luperón, in Sosúa).
- ☐ Attendees on different flights? Open the program the afternoon of day 1.

2. Match venue size to headcount

Group	Type of venue	Examples listed on ExperiencesDR (capacity as published by the venue)
10–30, leadership or yoga	Staffed private villa / retreat house	Villa Espada, Cap Cana (up to 22 executives; boardroom table for 14+) · Yoga Life Villa, Las Terrenas (23) · Casa Rosabaya, Las Terrenas (sleeps up to 26) · Villa Del Mar, Las Terrenas (28)
30–150, workshop	Boutique hotel / city venue	Eurostars Grand Cayacoa, Samaná (80) · Courtyard Santo Domingo (96) · Senator Puerto Plata (110) · Spatium Santo Domingo (150)
150–1,500, conference	Resort convention space	Westin Puntacana (400) · JW Marriott Santo Domingo (Piantini Grand Ballroom: 350 theater · 400 reception) · Casa de Campo (1,360) · Paradisus Palma Real (1,500)
1,500+, incentive / awards	Convention center	ICC Punta Cana (3,500) · Hard Rock Punta Cana (3,900) · Barceló Bávaro (5,000)

- ☐ Ask every venue for the **capacity chart of the exact rooms** you'll hold (not the max).
- ☐ Ask what **AV is included vs rented**.
- ☐ Ask for the **group room-block rate and the dates it's valid**.

3. Budget lines people forget

- ☐ **18% ITBIS** on taxable services (DGII rate table). Many Dominican quotes are given *before* tax.
- ☐ **10% legal tip** on food and drink consumed on the premises (Pro Consumidor). Not on takeout/delivery.
- ☐ Ask each supplier to show both lines separately so you compare totals, not base prices.
- ☐ Ask: invoiced in **US\$ or pesos**? Can they issue a **fiscal receipt**?
- ☐ Ground transport (book through your DMC/operator, not street taxis; the U.S. State Department advises hotel-recommended or well-known companies).
- ☐ Activity fees, AV rental, branded materials, staff, and a **contingency line**.
- ☐ Published benchmarks: Villa Espada lists US\$3,000/night (May–Oct) and US\$4,500/night (Nov–Apr) with chef, butler and housekeeping; WeConnect Cowork, Santo Domingo, lists rooms for up to 18 at US\$40/h (small) and US\$70/h (large), and an event space for up to 60 with catering and AV from US\$200 + ITBIS.

4. Season + risk

- ☐ Tropical storms and hurricanes occur in the Caribbean **generally May–November** (U.S. State Department). Flexible contracts + insurance for summer/autumn programs.
- ☐ Travel insurance with medical cover (strongly recommended by the State Department).
- ☐ Whale watching in Samaná runs roughly **mid-January to late March**. A great group outing if your dates fit.
- ☐ Schedule outdoor activities for the morning; plan water and shade.

5. Entry paperwork (send to attendees 60 days out)

- ☐ Passport valid **6 months from arrival** (U.S. State Department).
- ☐ **US\$10 tourist card** is included in airline charges.
- ☐ Every traveler completes the free **e-Ticket** for entry *and* departure at **eticket.migracion.gob.do** (official portal; it generates a QR code).

6. Program design

- ☐ One "signature" outing: Saona catamaran, Samaná whales (in season), Damajagua waterfalls or Punta Cana buggies. Compare cited operator prices at experiencesdr.com/en/compare-excursions/.
- ☐ Team building: resort events teams (Casa de Campo publishes a sample scavenger-hunt day) or a DMC (AF DMC Travel, Mi Tierra Verde DMC are listed).
- ☐ Welcome night / closing party: music and content. **Our in-house team** offers an **Event DJ from US\$1,000**, plus video, photo and drone coverage on request (experiencesdr.com/en/add-ons/).

7. Supplier questions (copy into every RFP)

1. Exact room/capacity chart for our dates?
2. What is included vs extra (AV, Wi-Fi, transfers, park fees)?
3. Are ITBIS and the 10% tip included? Shown separately?
4. Deposit %, payment schedule, cancellation and weather/hurricane policy?
5. Currency and fiscal receipt?
6. Group rate validity dates and attrition terms?

8. Countdown

When	Do
9–12 months	Region, dates, headcount range, budget envelope
6–9 months	Send one RFP to 3 venues/DMCs (free at experiencesdr.com/en/corporate/)
4–6 months	Contract venue + room block; book DJ/video for welcome & closing nights
60 days	Send attendees the entry checklist (section 5) and flight-arrival window
30 days	Final run-of-show, transport manifest, dietary list
7 days	Weather check, reconfirm every supplier in writing

Get 3 free proposals for your group: experiencesdr.com/en/corporate/ · Retreat venues: experiencesdr.com/en/retreats/ *ExperiencesDR lists verified vendors for free. Paid placements are labeled. Facts read on official/venue pages Oct 15–16, 2026; confirm before booking.*