



EVENT IN CANCUN

Overseas Event Planning Checklist

A practical checklist for hosts, families, couples and groups travelling internationally to Cancún for a villa celebration, wedding weekend, birthday, corporate gathering or private event.

2026 planning focus: destination events are increasingly designed as complete guest experiences rather than a single meal or ceremony. Multi-day schedules, welcome/farewell moments, personalization, clear guest communication and purposeful venue choices are all shaping current event planning.

Use this PDF twice: first while planning the event, then again 7-10 days before travel to confirm nothing has changed.

Prepared by MB Catering & Experiences | Cancún, Mexico
mbcateringmx.com

1. Before Guests Book Flights

For an overseas event, guest travel is part of the event plan. Get the key information into one place before people start buying flights independently.

- ☐ **Confirm the event date, location and main schedule** before sending travel instructions.
- ☐ **Ask guests to check Mexico entry requirements for their own passport nationality.** Visa requirements differ by nationality and residency status.
- ☐ **Check passport validity early.** Do not leave passport renewals until the final month.
- ☐ **Tell foreign visitors about Quintana Roo VISITAX** and share only the official government payment portal.
- ☐ **Recommend travel insurance** that fits the guest's trip, health needs and event commitments.
- ☐ **Create one guest information hub** - a single email, wedding/event website or shared document with the latest schedule, property address, transport details and contacts.
- ☐ **Decide whether the event is one day or a destination weekend.** Consider a welcome dinner, main event and relaxed farewell breakfast/brunch only if they genuinely add value for the group.
- ☐ **Set an RSVP and dietary deadline** that gives local suppliers enough time to plan accurately.

MB planning recommendation: for the people who are essential to the event, arriving at least one day before the main celebration can reduce the risk that flight delays affect the event itself.

Build the Guest Travel Sheet

Give every overseas guest the same practical information. Keep it short enough that people will actually read it.

- ☐ Full venue or villa name and address
- ☐ Google Maps pin or property location instructions
- ☐ Recommended arrival date and departure date
- ☐ Official Cancún Airport flight-information link
- ☐ Pre-arranged transfer instructions and pickup contact
- ☐ Event-day schedule and dress expectations
- ☐ Host/event lead WhatsApp number
- ☐ Dietary/allergy response deadline
- ☐ Official Mexico entry / VISITAX links
- ☐ Weather-plan note for outdoor events

2. 8-4 Weeks Before the Event

This is where the travel plan and the catering plan need to become one operating plan.

Guest arrivals & transfers

- ☐ Collect flight numbers and arrival times for guests using group transport.
- ☐ Group arrivals into sensible transfer windows instead of creating a separate vehicle for every flight where possible.
- ☐ Name one person to manage delayed flights and last-minute transfer changes.
- ☐ Keep the villa/venue address and driver contact easy to find offline.

Catering & guest information

- ☐ Confirm current guest count, adults/children and service style.
- ☐ Separate preferences from medically significant allergies.
- ☐ Confirm bar requirements, alcohol plan and non-alcoholic options.
- ☐ Share the real event timetable - including excursions, photos, speeches or entertainment around food service.
- ☐ Confirm who is responsible for rentals, glassware, tables, ice, equipment and cleanup.

Venue / villa operations

- ☐ Confirm outside vendors are permitted and whether staff names must be pre-registered.
- ☐ Send kitchen and access photos if the catering team has not seen the property.
- ☐ Confirm parking, unloading and service entrance instructions.
- ☐ Confirm outdoor cooking rules and any noise/event-hour limits.
- ☐ Choose a real indoor or covered backup area for food, bar and guests.

Do Not Turn Guest Luggage Into Event Freight

If guests are flying internationally, avoid asking them to carry bulk alcohol, large quantities of favors, commercial event supplies or food without checking Mexican customs rules first. Mexico has defined passenger baggage and duty-free allowances, and alcohol has separate quantity limits. For many destination events, sourcing locally is simpler than making guests responsible for event stock.

- ☐ List any items someone plans to bring from overseas.
- ☐ Check official Mexican customs guidance before travel.
- ☐ Keep receipts for higher-value items.
- ☐ Source food, drinks and ordinary event consumables locally where practical.

3. Final 10 Days + Event Day

The last stage is about removing uncertainty. One final version of the plan is more useful than dozens of old message threads.

Final 10-day confirmation

- ☐ Final guest count and seating/service numbers confirmed
- ☐ Final dietary and allergy list shared with the culinary team
- ☐ Final menu and bar plan confirmed
- ☐ Guest arrival list and transfers reconfirmed
- ☐ Vendor access names and arrival windows confirmed with property security
- ☐ Tables, chairs, glassware, linens and rentals reconfirmed
- ☐ Event-day contact list shared with key suppliers
- ☐ Weather checked against official sources and backup plan confirmed
- ☐ Final payment dates / balances understood
- ☐ One master run sheet issued to the people who actually need it

Weather planning

Quintana Roo's Atlantic tropical-cyclone season runs from June 1 to November 30. Outdoor events during this period need a realistic covered or indoor fallback, plus a clear decision point for moving the setup. Follow official state / Civil Protection information rather than social-media rumors.

Simple event-day run sheet

TIME	WHAT HAPPENS	OWNER
_____	Property / vendor access begins	_____
_____	Catering & bar setup	_____
_____	Guests arrive / welcome drinks	_____
_____	Food service begins	_____
_____	Speeches / entertainment / transition	_____
_____	Dessert / late service	_____
_____	Breakdown / final property check	_____

The goal: your overseas guests should not need to solve logistics once they arrive. They should know where to go, how to get there, what is happening and who to contact - while the suppliers manage the event behind the scenes.

4. Official Links to Give Overseas Guests

Travel rules can change. Use official sources and ask guests to verify requirements for their own nationality and circumstances before departure.

TOPIC	OFFICIAL SOURCE / WHY IT MATTERS
Mexico entry	Instituto Nacional de Migración (INM) Passport and visa / visitor-entry guidance.
VISITAX	Quintana Roo VISITAX Official state portal for the foreign-tourist contribution.
Cancún Airport	ASUR - Cancún International Airport Official airport information and flight tools.
Customs	ANAM passenger baggage & allowances Official rules for personal baggage, goods and alcohol limits.
Weather	Quintana Roo Government - 2026 cyclone season Official seasonal preparedness information.

Current Planning Trends This Checklist Reflects

Current event-industry reporting emphasizes intentional guest experience, personalization and venues chosen for how they support the event rather than visual novelty alone. Destination-wedding coverage also continues to highlight welcome and farewell experiences around the main celebration. The checklist uses those trends selectively: it encourages one clear guest-information hub, purposeful multi-day moments and logistics that make the trip easier rather than simply adding more events.

Copy-and-Send Guest Note

We can't wait to see you in Cancún.

Before you travel, please check your passport / Mexico entry requirements, complete any required Quintana Roo VISITAX process through the official portal, and keep your arrival details handy. Your transfer / event information will be shared in our main guest update. If your flight changes, please tell **[NAME / WHATSAPP]** so transport and event timing can be adjusted.

Main event: [DATE / TIME]

Location: [VENUE / VILLA]

Transport: [DETAILS]

Dress: [DETAILS]

Dietary updates due: [DATE]

MB Catering & Experiences - Private chefs, event catering, bar service and tailored hospitality for Cancún and the surrounding region.

Planning resource - August 2026. This checklist is general planning information, not immigration, customs, legal or insurance advice. Always verify current requirements with the relevant official authority.