

Section:

Hotel
&
Transportation



Transportation

Transportation

Company:

Contact Person:

Phone no:

Address;

Website:

Email:

Type of Vehicle(s):

Cost Per Hour:

Maximum Hour

Overtime Rate

To Ceremony Site

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

Notes

To Reception Site

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

From Reception Site

Name	Pick-up Time	Pick-up Location	Driver's Name/Number
Bride			
Groom			
Bridesmaids			
Groomsmen			
Bride's Parents			
Groom's Parents			
Grandparents			
Other Guests			

Notes

Hotel Booking Checklist

ENSURE ALL YOUR QUESTIONS ARE ANSWERED BEFORE YOU SIGN YOUR ROOM BOOKING CONTRACT

What is the minimum number of rooms required?	_____
What is the cut-off date?	_____
Can I reserve rooms after the cut-off date?	_____
Who coordinates the room bookings?	_____
Can the guest rooms be next to each other?	_____
Will an online booking code be provided to guests?	_____
How much is the deposit?	_____
Is there an attrition clause?	_____
What is the penalty for cancelling the room block?	_____
Can I add more rooms at the discounted rate?	_____
Do you have a maximum amount of rooms in a block?	_____
What day will the rooms be released?	_____
Can guests extend their stay at the discounted rate?	_____
Is parking included in the room rate?	_____
If not, how much is parking for guests?	_____
What amenities/freebies come with the room?	_____
Do you have a complimentary shuttle?	_____
Is WiFi included?	_____
Is there a complimentary breakfast?	_____
Is there a complimentary bride & groom suite?	_____
Do you have handicap accessible rooms?	_____
What are the check in/check out times?	_____
Is there an onsite restaurant	_____
Do you have a pool, gym & business center available?	_____
Is there transportation provided to the local airport?	_____

