



**ACTION COACHES**

# Wedding Guest Transport Planner



## BOOKING FORM

**Name:**

**Date:**

**Venue:**  **Ceremony Start Time:**

**Time Guests need to be at Venue:**  **Pick up time for Return from Venue :**

**Contact Person on Day**  **Phone No**

**Early Pick Up from Venue Required:**  YES  NO **No of Guests**  **Pick Up Time**

**Bus Required for Bridal Photos:**  YES  NO **Time Bus required :**

**Number of Pick Locations :**

Pickup Location Name:	No of Guests		Pick up Time	No of Child Seats		
	To Venue	From Venue		Booster	Forward Facing	Rear Facing



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## Important things to Know:

*Guest numbers & pickup locations need to be locked in two weeks prior to the event. Initial estimates need to be with us a minimum one month prior so we can schedule buses and drivers*

*Please limit pickup locations to a maximum of three.*

*Venue access dictates bus sizes and we will attempt to keep your cost to a minimum by using the most economical number of buses to get your guests to the venue.*

*We can do multiple runs with the same bus at some venues but this is not possible in the more remote venues.*

*A non-refundable booking deposit of \$250 applies to all bookings which will be converted to a fully refundable security deposit for the wedding day. A charge of \$150 per bus, however, applies for any soilage caused by guests and this will be taken from the security deposit after the event.*

*Most of the time cost is based on a \$ per Head. This is based on the maximum number of guests travelling either to or from the venue, e.g. If you have 56 going out and 59 coming back the charge will be based on 59*

*Guest numbers & pickup locations need to be locked in **two weeks** prior to the event. Initial estimates need to be with us a minimum **one month** prior so we can schedule buses and drivers*

*Deposits need to be paid ASAP but no later than six weeks prior to the event with full payment required no later than two weeks prior.*

*Guest list for each pickup point with contact mobile numbers need to be provided at least **one week** prior to the event*

***Please remember this is your day and the transport of your guests should be seamless and invisible to you. We always endeavor to ensure that this is the case and will always get them there and home safely and on time.***




















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## CHECK LIST

		✓
	Booking Form Completed & Returned	<input type="checkbox"/>
	Booking Deposit Paid	<input type="checkbox"/>
	Notified Action Coaches of approx. Guest Numbers	<input type="checkbox"/>
	Nominated Pickup Locations	<input type="checkbox"/>
	Full Payment Made	<input type="checkbox"/>
	Final Confirmation of Details	<input type="checkbox"/>
	Final Guest List & Locations Confirmed with Action Coaches	<input type="checkbox"/>

*All correspondence to [weddings@actioncoachandshuttles.com.au](mailto:weddings@actioncoachandshuttles.com.au)*

