

Wedding guest transfer worksheet

Print one household record per travelling group. Confirm details with the transport operator, then keep the latest copy with the transfer coordinator. Use 24-hour times and record the time zone.

01 Blank household record

Event reference / location 	Version / updated date and time
Household reference 	Headcount / arrival date / time zone
Arrival service / flight or train reference 	Arrival point / terminal / meeting point
Expected service arrival time 	Collection-ready time / latest update source
Luggage count and size 	Practical assistance to arrange, if agreed
Vehicle / operator / usable seats and luggage space 	Transfer coordinator / operational contact reference
Scheduled pickup date and time 	Actual pickup date and time
Hotel / exact drop-off point 	Hotel arrival time / expected or actual
Return service / date / departure point and time 	Return pickup date / time / meeting point
Status / next action and due time 	Accountable owner / confirmation reference

Keep completed copies private

Use references instead of full names. Keep contact details separately with the authorised coordinator. Record only the assistance needed; do not add diagnoses, identity documents or payment details.

Dispatch and disruption brief

Complete one brief per route or dispatch window. A service arrival time is not a pickup-ready time. Recheck baggage collection, the meeting point and the vehicle plan before dispatch.

02 Agree the operating limits

Event / route / arrival point to hotel _____	Brief owner / version / updated date and time _____
Dispatch window start / end / time zone _____	Household references / total people and bags _____
Operator-confirmed vehicles / usable seats / bag capacity _____	Practical assistance / access arrangements confirmed _____
One-way drive estimate / source / date checked _____	Loading / unloading / vehicle return / contingency _____
Earliest next dispatch per vehicle _____	Driver hours / waiting / parking / access constraints _____

Check the whole vehicle cycle

Vehicle cycle = outbound drive + unload + return drive + reload + agreed buffer. Confirm the next usable slot and driver availability with the operator. Check seat and luggage limits together; do not count a vehicle on two trips at once.

03 Record disruption decisions

Trigger / check time	Decision / approved fallback	Owner / approver	Next update
Arrival delayed or guest not ready			
Vehicle late or unusable			
More people or bags than capacity			
Road, access or hotel delay			

Before changing the plan

Agree the maximum wait, who can approve extra cost, and when to split or defer a pickup. Tell affected guests, the hotel and the operator; log the decision and issue a new version. For immediate danger, follow local emergency procedures.

Fictional worked example

All references, places and times below are invented to show how to use the worksheet. They are not a booking, route estimate, operator commitment or record of a BnB client event.

04 Household record example

Field	Illustrative entry
Event / version	Example wedding EX-01; version 3; updated 14 Feb 2027 at 11:35 IST
Household / headcount	H-07; 4 guests; arrival date 14 Feb 2027; time zone IST
Arrival service / point	Example Air EX101; Example Airport Terminal A; agreed meeting point: Door 3
Arrival / ready time	Service expected 10:10; coordinator confirmed group ready at 10:55
Luggage / assistance	3 medium suitcases + 2 cabin bags; step-free pickup point requested and confirmed
Vehicle / coordinator	Vehicle V-02; Example Operator; 4 usable passenger seats and listed bags confirmed; coordinator C-01
Pickup / hotel arrival	Pickup planned 11:00, actual 11:05; Example Hotel lobby arrival actual 11:30
Return journey	16 Feb 2027; EX202 departs 18:00 from Terminal A; hotel lobby pickup planned 14:30, subject to operator and airline timing checks
Status / owner	Arrival complete; owner C-01 to reconfirm return by 15 Feb at 18:00; update reference U-03

05 Dispatch and disruption example

Illustrative cycle only

Window 11:00-12:00 IST. V-02: 25 min outbound + 5 min unloading + 25 min return + 10 min reloading + 10 min buffer = 75 min. If dispatch is 11:05, the next planned dispatch is no earlier than 12:20, subject to traffic and operator confirmation. V-02 cannot cover an 11:45 pickup.

Example decision record

At 10:35, H-08 reports a revised collection-ready time of 11:45. C-01 asks the operator for a separate vehicle and sends any extra cost to family approver F-01. The extra trip remains unconfirmed until vehicle capacity and cost approval are recorded. Next update: 10:50.

Use the blank pages for the real plan

Replace every example assumption with an operator-confirmed detail. Record waiting limits, capacity, accessibility arrangements, route restrictions and the cost approver before sharing the current plan.