

Wedding Transportation Planner

Keep every ride, pickup, shuttle, driver, and departure organized from the first look to the final send-off.

Couple: _____	Wedding Date: _____
Ceremony Venue: _____	Reception Venue: _____
Hotel / Getting Ready Location: _____	Transportation Contact: _____

1. Transportation Company / Driver Information

Company / Driver	Vehicle Type	Phone	Capacity	Confirmation #

2. Couple & Wedding Party Transportation

Passenger / Group	Pickup Location	Pickup Time	Destination	Driver / Vehicle
Partner 1				
Partner 2				
Wedding Party - Group 1				
Wedding Party - Group 2				
Parents / Immediate Family				
Officiant / Special Guest				
Other				

3. Ceremony-to-Reception Transportation

- ☐ Confirm whether the ceremony and reception are at the same venue.
- ☐ If locations are separate, determine exactly who needs transportation between them.
- ☐ Allow extra time for loading, traffic, photos, parking, and accessibility needs.
- ☐ Confirm where vehicles may legally and safely load and unload.
- ☐ Give drivers the exact street address and a contact person at each location.
- ☐ Confirm whether the couple wants a private vehicle or will travel with the wedding party.

4. Guest Shuttle Schedule

Run	Pickup Location	Departure	Destination	Vehicle / Capacity	Notes
1					
2					
3					
4					
5					
6					
7					
8					

5. Hotel & Guest Transportation Plan

- ☐ Confirm hotel name, address, and primary contact.
- ☐ Confirm where the shuttle will load and unload at the hotel.
- ☐ Post or distribute shuttle departure times to guests.
- ☐ Build in enough time so guests arrive before the ceremony begins.
- ☐ Plan return shuttles before the reception ends.
- ☐ Decide whether the final shuttle waits for the couple's last dance / send-off.
- ☐ Provide a backup plan for guests who miss the shuttle.
- ☐ Confirm whether rideshare services are readily available in the area.

6. Photo Transportation

Photo Stop	Address / Location	Arrive	Depart	Who Is Riding
Getting-ready location				
First-look location				
Post-ceremony portraits				
Additional photo stop				
Reception				

7. Accessibility & Special Transportation Needs

- ☐ Wheelchair-accessible vehicle needed.
- ☐ Vehicle has easy entry for older or mobility-limited guests.
- ☐ Child safety seats are needed.
- ☐ Space is available for walkers, wheelchairs, strollers, or medical equipment.
- ☐ A responsible person is assigned to help guests who need assistance.
- ☐ Pickup and drop-off areas are well-lit and protected from traffic / weather.

8. Vendor & Equipment Access

- [] DJ / entertainment load-in area and parking location confirmed.
- [] Photographer / videographer parking confirmed.
- [] Caterer / rental delivery access confirmed.
- [] Florist delivery and pickup access confirmed.
- [] Venue elevator, stairs, loading dock, long walks, gravel, grass, or other access issues communicated to vendors.
- [] Vendor vehicles will not be blocked in at the end of the reception.

9. End-of-Night Transportation Plan

Person / Group	Departure Time	Destination	Driver / Shuttle	Notes
Couple				
Wedding Party				
Parents / Family				
Guests - Shuttle 1				
Guests - Shuttle 2				
Final Guests				

10. Final Transportation Checklist

- [] All drivers have the final wedding-day timeline.
- [] All drivers have exact addresses and parking / loading instructions.
- [] Transportation company has the couple's and emergency contact's phone numbers.
- [] Final passenger counts have been confirmed.
- [] Vehicle capacity is sufficient for passengers, attire, and personal belongings.
- [] Pickup times include a realistic traffic and loading buffer.
- [] Payments / gratuities are prepared if applicable.
- [] A backup contact or backup vehicle plan is known.
- [] Guests know when and where the final shuttle departs.
- [] No guest who should not drive is left without a safe ride option.

Transportation Notes

Planning Tip: Build a little extra time into every transportation segment. Loading a wedding party, helping guests, traffic, photos, and parking almost always take longer than they do on an ordinary day.