

I | ILSA EVENTS
WEDDING PLANNER

A GUIDE TO BOOKING, PLANNING & DELIVERY
TRANSPORT & LOGISTICS



A Guide to Managing Movement, Timing, and Guest Experience

Transport and logistics play a critical role in ensuring your wedding day runs smoothly and on schedule. Beyond simply moving people between locations, transport planning supports your timeline, guest comfort, and the seamless flow of your event.

Carefully coordinated transport ensures that you, your guests, and your suppliers arrive at the right place, at the right time, without stress or disruption.

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Importance & Role

Your transport and logistics provider is responsible for safely and efficiently managing movement throughout your wedding day.

This may include:

- Transport for the couple and wedding party
- Guest transport between venues or accommodation
- Shuttle services where required
- Coordinating arrival and departure timings
- Supporting smooth transitions between locations

Well-planned transport ensures your timeline is protected and your guests feel guided and cared for.

What Your Transport & Logistics Supplier Is Responsible For

Your supplier is responsible for delivering reliable transport services in accordance with your agreed schedule.

This typically includes:

Vehicle provision and service

- Providing agreed vehicle types and quantities
- Ensuring vehicles are clean, safe, and professionally presented
- Providing experienced, professional drivers

Route and timing management

- Arriving at agreed pickup locations on time
- Transporting passengers safely and efficiently
- Managing waiting periods and scheduled return journeys

Coordination and communication

- Following your agreed timeline and route plan
- Coordinating with your planner and venue where required
- Managing breakdown and departure logistics



What You, as the Client, Are Responsible For

To ensure smooth coordination, you are responsible for confirming key transport details and communicating accurate information.

This includes:

- Confirming passenger numbers and transport requirements
- Providing pickup and drop-off locations
- Sharing your final wedding timeline
- Confirming accommodation locations where relevant
- Communicating any changes in advance
- Making payments in accordance with your contract

Accurate information allows your transport provider to plan effectively and deliver reliable service.

Key Details That Must Be Confirmed Before the Wedding

The following details should be confirmed to ensure seamless transport coordination:

Vehicle Requirements

- Vehicle types and style preferences
- Number of vehicles required
- Passenger capacity
- Accessibility requirements

Routes & Timing

- Pickup and drop-off locations
- Scheduled pickup times
- Travel duration between locations
- Buffer time to allow for delays
- Waiting time allowances

Guest Transport & Shuttle Services

- Number of guests requiring transport
- Shuttle schedules and multiple runs if required
- End-of-evening return transport
- Clear communication of transport arrangements to guests



Supplier Access & Logistics

- Supplier access routes and parking
- Loading and unloading areas
- Venue access restrictions
- Vehicle size limitations if applicable

Contracts & Financial Details

- Payment schedule and deadlines
- Waiting time and overtime policies
- Cancellation or postponement terms
- Insurance and liability coverage

Questions You Should Ask Your Transport Provider

These questions help ensure clarity and confidence in your transport arrangements.

Vehicles & Service

- What vehicles are included in our booking?
- How many passengers can each vehicle accommodate?
- Will the same drivers remain throughout the day?
- Are vehicles discreet or branded?

Timing & Routes

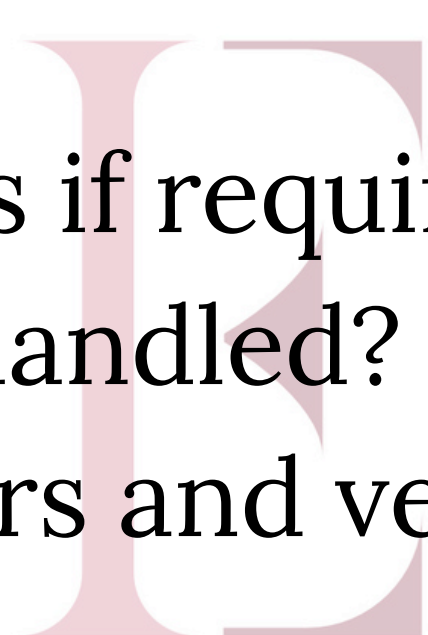
- How is travel time calculated?
- Is buffer time included in the schedule?
- Are drivers familiar with our venue locations?
- How are delays managed?

Guest Transport

- How are guest pickups and return journeys managed?
- How do you handle late guests or delays?
- Can shuttle schedules be adjusted if needed?

Logistics & Contingency

- Do you provide backup vehicles if required?
- How are last-minute changes handled?
- Do you coordinate with planners and venues?



Contracts & Practical Details

- What is your payment schedule?
- Are waiting times included?
- Are there additional charges we should expect?
- Are you fully insured?

Final Thoughts

When carefully planned, transport and logistics operate quietly in the background, ensuring your wedding day flows smoothly and without interruption.

Clear routes, realistic timings, and professional coordination allow you and your guests to move comfortably throughout the day.

At Ilsa Events, we carefully coordinate transport and logistics to ensure every transition is seamless, allowing you to focus fully on enjoying your wedding experience.

