



GROUP CHECKLIST

1. Name of Group and Corporate Client
2. Dates of Event
3. Contact Person/s
4. Cell# of Contact person/s
5. Signed Group Contract
6. Group Manifest (Excel Worksheet preferred)
7. Cell #'s for all passengers
8. If people are "packaged" together how long are they required to wait?
9. If people arrive without a reservation/not on manifest and we arrange for a last minute car there will be a surcharge to cover costs.
10. All flights are monitored and passengers are moved to appropriate vehicles as needed to eliminate additional waiting time or additional vehicles needed when applicable.
11. Who is allowed to order cars?
12. Who are the VIP's?
13. Special requests
14. Special Group or Company Signage
15. Special maps (for event location staging and pick/drop areas)
16. Greeting procedures at each terminal will be provided to the bookers and should be forwarded to all passengers.
17. How many greeters are required?
18. Is an onsite dispatcher required?
19. Do bookers/passengers want instant notifications "turned on" (driver enroute, etc...for each reservation)
20. If we have a "No Show" does the contact want to be notified even after hours?
21. Final charges sent to who?