

Corporate Event Transport Checklist

Use this checklist to organise corporate event transport efficiently.

Guest Planning

- Confirm total guest numbers
- Identify VIP guests requiring dedicated vehicles
- Confirm hotel locations for all guests
- Finalise arrival and departure schedules

Airport Transfers

- Collect flight numbers and arrival times
- Group arrivals landing within similar time windows
- Confirm meet-and-greet instructions
- Confirm your transport provider includes real-time flight tracking

Vehicle Planning

- Allocate sedans for executives or speakers
- Allocate SUVs for small teams or luggage-heavy guests
- Allocate vans or mini-buses for group transfers
- Confirm total vehicle numbers required

Event Logistics

- Confirm venue drop off and pick up areas
- Check height restrictions for larger vehicles
- Confirm security access requirements
- Map transfers between venues

Schedule Management

- Build buffer time into event schedules
- Plan transport for evening functions
- Confirm departure transfers to airports

Sustainability

- Consider electric vehicle options
- Use group transport where possible
- Confirm carbon offset options

Final Review (1 Week Before)

- Update flight schedules
- Confirm final hotel allocations
- Verify event schedule timing
- Confirm emergency contact details
- Finalise vehicle numbers

Coordinating transport for a corporate event?

Evoke provides professional chauffeur services across major Australian cities and regional destinations.