NORTH FORK LUXURY
LUXURY WEDDING & EVENT TRANSPORTATION

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Wedding Transportation Checklist

North Fork • Hamptons • Shelter Island • Montauk • Long Island

1. BEFORE YOU BOOK

- [ ] Confirm ceremony and reception start and end times
- [ ] List every hotel, rental home and pickup address
- [ ] Estimate how many guests need each trip (room blocks and RSVPs)
- [ ] Check vehicle capacity, luggage and venue or bus access

2. BUILD THE TIMELINE

- [ ] Set separate guest loading and departure times
- [ ] Allow for traffic, loading and shuttle turnaround
- [ ] Schedule wedding party and family pickups separately
- [ ] Build an arrival buffer before the ceremony

3. PLAN THE RETURNS

- [ ] Decide whether guests need an early return shuttle
- [ ] Confirm the final loading point and departure time
- [ ] Add after-party transportation if your group needs it

4. FINAL WEEK

- [ ] Share the final itinerary with your planner and venue
- [ ] Confirm vehicle assignments, driver and dispatch contacts
- [ ] Review a backup plan for delays or guest count changes

> **Helpful reminder:** "4:00 PM loading" and "4:10 PM departure" are two different instructions. Tell guests when to be in the lobby, not when the shuttle leaves.

Your notes

Wedding date / venue:

Hotels and pickup points:

Guests per trip / early return / final return:

Free to share with couples and wedding planners. Vehicle options and service details are subject to availability and confirmation.