

# Travel & Accommodations Worksheet



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Whether or not you are having a destination wedding, you may have some guests who need to make travel arrangements. Secure a discounted/group rate at a local hotel and let your guests know in which hotel they should reserve a room. If you have a large group flying in for your wedding, you can also secure a discounted rate with an airline. Use this worksheet to keep track of travel arrangements for your guests.

## *Hotel* .....

Name: _____	Notes: _____
Address: _____	_____
Main Number: _____	_____
Reservations Phone Number: _____	_____
WWW: _____	_____
Contact: _____	_____
Email: _____	_____
Phone: _____	_____
Fax: _____	_____
Room Rate: _____	_____
Reservations must be made by: _____	_____
Number of Rooms Reserved: _____	_____
Reservation Code: _____	_____
Confirmation Number: _____	_____

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## *Airline* .....

Carrier: _____	Notes: _____
Contact Person: _____	_____
Email: _____	_____
Phone number: _____	_____
WWW: _____	_____
Arriving Airport: _____	_____
Reservation Deadline: _____	_____
Reservations Phone Number: _____	_____
Reservation Code: _____	_____
Confirmation Number: _____	_____

## *Ground Transportation* .....

Company: _____	Notes: _____
Contact Person: _____	_____
Phone: _____	_____
Email: _____	_____
WWW: _____	_____
Pick-up Location/Time: _____	_____
Drop off Location: _____	_____
Reservation deadline: _____	_____
Confirmation Number: _____	_____

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