

FREE TRAVEL PLANNER

Destination Wedding Guest Travel & Communication Planner

Map the guest journey, coordinate airports and lodging, separate hosted and guest-managed travel, build the communication sequence, and make every deadline support a real decision.

MAP · INFORM · DEADLINE · UPDATE · ARRIVE

Design the Guest Journey Before You Write the Travel Page

Guests should understand the trip before spending money. Connect airport guidance, lodging, transfers, accessibility, communication, RSVP timing, and final updates into one system.

1 MAP

Trace home to airport, airport to lodging, lodging to every event, and the return journey.

2 DEFINE

Separate what the couple researches, arranges, hosts, or pays from what guests manage.

3 COMMUNICATE

Give each message one job and set deadlines from hotel, transport, venue, and headcount dependencies.

CORE PRINCIPLE

Travel information loses value when guests receive it after booking something incompatible with the wedding plan.

PLANNER BASICS

Destination: _____ Wedding date: _____

Primary lodging area: _____ Recommended airport: _____

Travel information owner: _____ Guest travel contact: _____

Map the Entire Guest Journey

Every transition needs clear instructions or an intentional decision that the guest will arrange it independently.

Stage	What guests need to know	Hosted?	Booking needed?	Deadline / timing	Owner
Home to departure airport					
Arrival airport / station					
Arrival point to lodging					
Lodging check-in					
Lodging to welcome event					
Lodging to wedding					
Wedding to lodging					
Lodging to departure point					

Separate Information From Financial Responsibility

You may research, recommend, or coordinate a travel item without paying for it. Make each role visible before guests book.

Travel item	We research	We arrange	We pay	Guest arranges	Guest pays	Communicate by
Airport guidance						
Hotel block / lodging						
Airfare						
Airport transfer						
Wedding shuttle						
Passport / entry reminders						
Accessibility logistics						
Arrival / departure timing						

Recommend the Airport That Makes the Whole Trip Work

The nearest terminal is not always the best option. Compare route availability and the onward journey to lodging.

Airport / code	Nonstop access	Connections	Transfer to lodging	Onward transport	Best for	Recommended?

AIRPORT GUIDANCE

Primary recommended airport: _____

Why it is most practical overall: _____

Useful alternative, if any: _____

Extra leg guests must understand: _____

Build a Lodging Plan, Not Just a Room Block

The lodging decision should support transport, accessibility, events, and guest independence - not only produce a group rate.

Hotel / option	Rate + fees	Min. stay	Cutoff / release	Cancellation	Venue distance	Accessibility	Shuttle fit

ROOM-BLOCK TERMS

Couple liability for unbooked rooms? _____

Deposit / reservation terms guests must understand: _____

If guests stay elsewhere, what changes? _____

Best logistical lodging option: _____

Plan Airport-to-Hotel Travel Separately

Airport transfers and wedding-day transportation are different systems. State exactly what is hosted, recommended, or guest-managed.

Transfer option	Who books?	Who pays?	Reservation needed?	Operating window	Luggage / access note	Backup
Taxi / rideshare						
Hotel shuttle						
Shared van						
Private transfer						
Rail / ferry / other						

ARRIVAL OWNERSHIP

If guests arrive outside the hosted or recommended window, what do they do?

Guest-facing instruction: _____

Build the Wedding Shuttle Around Where Guests Actually Stay

Every extra pickup point adds another timing dependency. Keep routes simple enough for guests and the master timeline.

Route / pickup	Guests served	Departure	Return model	Accessible?	Loading buffer	Backup

SHUTTLE RULES

- ☐ Pickup points are easy to identify
- ☐ Return trips are clearly explained
- ☐ Guests staying elsewhere know alternatives
- ☐ Traffic / loading buffer is included
- ☐ Accessible boarding needs are confirmed
- ☐ Late departure / early exit plan exists

Test Accessibility Across the Entire Trip

A technically accessible venue can still sit inside a difficult journey. Evaluate every transition a guest must make.

Journey point	Potential barrier	Guest-specific need	Accommodation / plan	Confirmed?
Airport / terminal				
Ground transfer				
Hotel / room access				
Hotel terrain / elevators				
Wedding shuttle				
Ceremony				
Reception				
Departure journey				

Build the Travel Page in Guest Decision Order

First help someone attend the wedding. Destination tips and tourism content come after the core logistics.

Section	Confirmed information	Still TBD?	Action / update owner
Where to fly			
When to arrive			
Where to stay			
How to book lodging			
Airport to hotel			
Hotel to wedding events			
What guests arrange themselves			
Accessibility information			
Correct travel contact			

SOURCE OF TRUTH

Website / travel page URL or location: _____

Give Every Guest Message One Job

The save-the-date should not become the invitation, and the invitation should not become a travel manual.

Communication	Main job	Must be confirmed first	Target timing	Sent?
VIP heads-up				
Save-the-date				
Travel page				
Formal invitation				
RSVP				
Hotel reminder				
Final travel update				

Use Early Feasibility Conversations Selectively

This is not an early RSVP or a group vote. Use it only when a person's ability to attend could materially change the destination decision.

Person / group	Why essential	Destination / date shared	Possible barrier	What we learned	Changes plan?

BOUNDARY

Do not poll the entire potential guest list. Early feasibility checks are for the small circle whose attendance meaningfully affects whether the destination works.

Confirm Enough Before Guests Begin Planning

Early notice should create useful certainty without pretending every detail is finished.

SAVE-THE-DATE READINESS

- ☐ Destination is firm
- ☐ Date is firm
- ☐ Invitation list is stable enough
- ☐ Wedding year is unmistakable
- ☐ Website / travel hub is available
- ☐ Core lodging framework is reliable

TRAVEL PAGE READINESS

- ☐ Recommended airport
- ☐ General arrival window
- ☐ Lodging / hotel block
- ☐ Booking link / code / cutoff
- ☐ Transport framework
- ☐ TBD details labeled clearly

WHAT GUESTS CAN ACT ON NOW

Set the RSVP Deadline From Real Operational Deadlines

The RSVP date should unlock production decisions. Work backward from the earliest firm deadline that depends on attendance.

Dependency	Firm deadline	Follow-up buffer	RSVP known by	Source / contract
Catering final count				
Venue headcount / capacity				
Hotel allocation / room release				
Transportation passenger count				
Rentals				
Seating				
Welcome-event count				
Other				

OUR RSVP DEADLINE

Earliest operational deadline: _____ Follow-up buffer: _____
Guest-facing RSVP deadline: _____

Make the Hotel Cutoff and RSVP Deadline Work Together

Guests may need to reserve lodging before the formal RSVP date. If that is the real sequence, explain it plainly.

Deadline / term	Date	What happens then?	Guest must do what?	Message needed?
Hotel booking cutoff				
Room release				
Deposit deadline				
Hotel cancellation point				
Formal invitation				
RSVP deadline				

ORDER OF DECISIONS

Does lodging need to be booked before formal RSVP? [] Yes [] No

If yes, exact wording guests need: _____

Refundable / cancellation terms to communicate accurately: _____

Send Updates Only When Guests Need Them

Update the central travel page first. Then contact only guests who need new information or must take an action.

Change	Who is affected?	What must they do?	Website update?	Direct message?	No message?
Hotel cutoff approaching					
Transportation registration opens					
Shuttle pickup changes					
Hotel block sells out					
Event location changes					
Arrival recommendation changes					
Minor vendor / decor change					

THREE-QUESTION FILTER

What changed? · Who does it affect? · What does the guest need to do now?

Prepare the Final Guest Travel Update

In the final weeks, send concise logistics only after times, locations, and transportation are reliable.

Final information	Confirmed detail	Where published	Direct update needed?
Weekend event times			
Recommended arrival window			
Airport transfer reminder			
Wedding shuttle pickup			
Return transportation			
Hotel / lodging reminder			
Accessibility arrangement			
Weather / venue change, if relevant			
Travel question contact			
Emergency / day-of contact			

FINAL CHECK

One central source is current · Old versions removed where possible
Guests know what changed · Guests know what action, if any, is required

NOTES & I

Guest Travel Notes

Use this space for lodging questions, transportation follow-ups, accessibility needs, communication changes, and guest travel details that still need a final owner.