

Airport Pickup Coordination Checklist

A printable planning checklist — WeddingKart

3+ weeks before

- Collect flight/train number, date, and arrival time from every outstation guest
- Build master arrival-details sheet
- Flag any guest missing arrival details and follow up

1 week before

- Group arrivals into 90-minute batching windows
- Assign 1–2 VIP cars for immediate family (flexible timing)
- Assign standard cars to batched groups
- Brief every driver: passenger names, phone numbers, hotel address, host contact
- Prepare wedding-branded name boards / signage
- Set up shared flight-tracking sheet

Day before

- Confirm all flights are still on schedule
- Reconfirm driver assignments and vehicle details
- Prepare one contingency car for delays

Pickup day

- Track flights in real time against the shared sheet
- Send guests a message 2–3 hours before arrival with driver name + number
- Confirm domestic vs. international terminal for each pickup
- Build in 30–45 minutes buffer per pickup
- Contingency car on standby for delayed arrivals

Common mistakes to avoid

- Don't wait until the week of the wedding to collect arrival details
- Don't give every guest the same generic driver number
- Don't forget to confirm terminal (domestic vs. international)