

Outstation Guest Welcome Checklist

A printable planning checklist — WeddingKart

Phase 1: Pre-Arrival (3–9 months before)

- Confirm approximate outstation guest headcount
- Negotiate hotel room block (attrition clause, rate lock, cut-off date)
- Send save-the-date to outstation/international guests (3–4 months domestic / 6–8 months international)
- Finalize full function schedule with venue addresses
- Assign one host-side contact number for guest queries (not bride/groom's personal number)

Phase 2: Pre-Arrival (3–4 weeks before)

- Send pre-arrival information packet: hotel name/address/check-in time, nearest metro/landmark, all venue addresses, dress code per event, host contact number
- Collect flight/train arrival details from every outstation guest
- Collect flight/train departure details from every outstation guest

Phase 3: Final Week (7 days before)

- Build pickup roster, batched by arrival time window
- Brief drivers/ground team: passenger names, hotel address, host contact
- Resend condensed info packet as a reminder
- Confirm rooming list with hotel (72 hours before check-in)

Phase 4: Arrival Day

- Airport/station pickup executed per roster
- Check-in escort assigned
- Welcome hampers placed in rooms before check-in
- Hospitality desk staffed in hotel lobby (Day 1 of arrivals)

Phase 5: During the Wedding (each morning)

- Send daily schedule + dress code reminder
- Send shuttle/transport departure times
- Communicate any venue or timing changes immediately

Phase 6: Departure

- Confirm checkout times with hotel (48–72 hours ahead)
- Organize departure drop logistics, batched by flight/train time
- Send thank-you message with photos (48 hours post-wedding)

Welcome Hamper Contents (starter list)

- Printed schedule card with venue addresses and host contact
- Handwritten or printed welcome note
- 2–3 local snacks
- Bottled water
- Basic comfort items (ORS sachet, mosquito repellent for outdoor events)
- Small branded bag or tote

Companion download for: "How to Welcome Outstation Guests at an Indian Wedding" — weddingkart.co/blog