

Meta title: VIP Guest Timeline Template (companion asset)

Meta description: Companion planning template

URL slug: /downloads/vip-guest-timeline-template

VIP Guest Timeline Template

Companion download for: **The 7-Star VIP Guest Experience Playbook for Indian Weddings**

Fill in one copy of this table per guest or per travelling group. Use it alongside your master guest list to plan pickup, room-drop, itinerary delivery, and concierge escalation for each arrival wave.

Guest / group details

Field	Details
Guest / group name	_____
Number of guests in group	_____
Events invited to	☐ Haldi ☐ Mehendi ☐ Sangeet ☐ Wedding ☐ Reception
Hotel / property	_____
Room number(s)	_____
Special notes (dietary, mobility, family grouping)	_____

Arrival & pickup

Field	Details
Flight / train number	_____
Scheduled landing / arrival time	_____
Pickup time (landing time + buffer)	_____
Driver name & vehicle	_____
Backup contact if driver/guest unreachable	_____

Room-drop

Field	Details
Target drop wave (morning / afternoon / evening)	_____
Kit tier (simple / mid / elaborate)	_____
Drop confirmed by (name, time)	_____

Itinerary card contents (check what applies)

- ☐ Guest name and personalised event list
- ☐ Date, time, dress code per event
- ☐ Room number and hotel (if multi-property)
- ☐ Pickup/drop time and vehicle
- ☐ Single contact number
- ☐ Local-area note (if outstation guest)

Day-by-day timeline (fill per day of the event)

Day	Time	Touchpoint	Owner	Status
Day 0		Pickup		☐ Done
Day 0		Room-drop		☐ Done
Day 0		Concierge check-in message		☐ Done
Day 1		Itinerary update (if any)		☐ Done
Day 1		Concierge follow-up		☐ Done
Day 2		Room-drop follow-up (if applicable)		☐ Done
Day 2		Onward pickup scheduled		☐ Done
Day 3		Check-out / departure message		☐ Done

Concierge escalation contacts

Issue type	Escalate to	Phone
Room change / booking issue		

Issue type	Escalate to	Phone
Transport / driver issue		
Medical / emergency		
General complaint		

Companion asset to the WeddingKart Hospitality Content Cluster — see the full playbook at weddingkart.co/blog/vip-guest-experience-indian-weddings