Bay Area · November 2026

Corporate holiday party transportation checklist

Work through these five stages to plan pickups, the ride home, and the details to share with guests.

Party date _____ Estimated riders _____ Pickup location(s) _____

1. While planning the event

Your organizer proposes pickups; Bauer's reviews the route.

- [ ] Decide whether you'll offer transportation
- [ ] List where guests will be before the party (offices, hotels)
- [ ] Contact Bauer's as soon as the date is set

2. When requesting a quote

Your organizer sends the starting details to Bauer's.

- [ ] Share your date, estimated rider count, and pickup location
- [ ] Add the venue and event times, if you have them
- [ ] Agree on when the final passenger count is due

3. As guests RSVP

Your organizer keeps a transport list and updates Bauer's.

- [ ] Add a transport sign-up, separate from party attendance
- [ ] Include partners and guests boarding at a second pickup
- [ ] Note wheelchair access, mobility aids, or other boarding needs
- [ ] Ask who wants an earlier or a later ride home

4. Before confirming the booking

Bauer's confirms the proposal; the venue confirms access.

- [ ] Confirm the vehicle, departure times, and drop-offs
- [ ] Check the entrance and loading point with the venue
- [ ] Agree on how extra time works if the event runs late
- [ ] Arrange a sober onward ride for anyone returning to the office

5. Before party night

Your organizer shares the agreed plan with everyone taking a ride.

- [ ] Send meeting point, departure time, and return options in one message
- [ ] Include a phone number for your event contact
- [ ] Give a street name and landmark, not just "meet outside"
- [ ] Plan a reminder before the final part of the program

Fleet: luxury vans seat 13–14, shuttles 23–31, and coaches 38–56. ADA-accessible vehicles are available on request.

Bauer's Intelligent Transportation plans pickups and returns around your event, with nearly 40 years in business, 300+ company-owned vehicles, and 24/7/365 dispatch.

Get a quote

Call 866.533.2035