



J. Howard Fisk Limousines

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Meeting Guidelines

Meeting Arrivals

- _____ Limousine or Sedan for VIP (s) & Special Guest (s)
- _____ Limousine or Sedan for Speaker (s)
- _____ Sedans for Airport Transfers with greeting service
- _____ VIP Coach for Airport Transfers with greeting service
- _____ VIP Coach for Airport Shuttle to Holding Site with greeting service
- _____ VIP Coach for Transfer from Holding Site to Headquarter Hotel
- _____ VIP Coach for Transfer from Holding Site to Alternate Destination

On Site Services

- _____ VIP Coach for Onsite Shuttle
- _____ VIP Coach for Transfers to Meetings
- _____ VIP Coach to Off Site Meetings
- _____ VIP Coach to Off Site Events
- _____ VIP Coach to Field Trips
- _____ VIP Coach to Off Site Training
- _____ VIP Coach to Off Site Attractions
- _____ VIP Coach to Dine Around
- _____ VIP Coach for Spouse Tours & Activities
- _____ Destination Management of Excursions & Spouse Programs
- _____ Ticket Handling for Off Site Events

Meeting Departures

- _____ Limousine or Sedan for VIP (s)
- _____ Limousine or Sedan for Speaker (s)
- _____ Limousine or Sedan for Special Guest (s)
- _____ Sedans for Airport Transfers
- _____ VIP Coach for Airport Transfers

Planning For Shuttle Transfers

- Calculate the round trip time between locations
- Add time for boarding and exiting the bus
- Determine how quickly you want all passengers moved
- Consider size / passenger capacity of VIP Coach

Size may depend on driveways or other access issues

Example

*Travel time including boarding 10 minutes
6 trips per hour*

*Passenger count per coach 25 passengers
150 passengers per hour*

To move 150 passengers in 15 minutes 4 coaches