

WEDDING PLANNING GUIDE

# Colorado Wedding Transportation Checklist

Every detail from guest shuttles to getaway cars — the timeline, questions, and logistics most planners miss.

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## 12+ Months Out — Lock In Your Fleet

- Count your transport groups.** Wedding party, immediate family, out-of-town guests, vendors who need rides. Each group may need different vehicles and timing.
- Book your transportation company.** Peak wedding season (June–October) and ski season fill fast in Colorado. 12 months is not too early for mountain venues.
- Confirm vehicle types.** Sprinter vans for guest shuttles (12–14 passengers), SUVs for wedding party, sedan for the couple's getaway.
- Verify PUC licensing and insurance.** Colorado requires Public Utilities Commission certification for commercial passenger vehicles. Ask for proof — unlicensed operators carry zero commercial insurance.
- Ask about mountain driving experience.** If your venue is in the mountains, confirm the company has ice-trained, AWD-equipped drivers.
- Get a written contract.** Should include vehicle types, pickup/dropoff addresses, times, overtime rates, gratuity policy, and cancellation terms.

### COLORADO-SPECIFIC NOTE

Mountain venue roads (e.g., Sapphire Point, Piney River Ranch, The 10th) can be unpaved, narrow, and weather-dependent. Your transportation company should do a pre-wedding site visit or confirm they've driven the route before.

## 6 Months Out — Finalize the Details

- Map every venue-to-venue transfer.** Ceremony → reception, hotel → ceremony, reception → after-party. Write down every leg.
- Plan guest shuttle routes.** Identify hotel blocks and confirm pickup points. Guests shouldn't walk more than 100 feet to a shuttle.
- Set departure windows, not single times.** Guest shuttles run in loops (every 20–30 min is ideal), not one-shot departures.
- Coordinate with your planner and venue.** Share the transport timeline with your coordinator so load/unload zones are cleared.
- Arrange rehearsal dinner transportation.** Often overlooked — guests need rides to this event too, especially at mountain restaurants.

## Wedding Week — Confirm Everything

- Reconfirm all pickups and times.** Call your transportation company 72 hours before. Share updated guest counts.
- Send transport details to guests.** Include in your wedding website or welcome bags: shuttle schedule, pickup locations, and "last shuttle" time.
- Check the weather forecast.** Colorado mountain weather changes fast. If snow is expected, confirm your company has chains and contingency routes.
- Designate a transport point person.** Someone (not you) who has the driver's cell and can handle day-of questions.
- Plan vendor arrivals.** Photographer, DJ, florist — if they're driving to a mountain venue, ensure they have directions and parking info.
- Confirm alcohol policy.** Will champagne be in the getaway car? Does the shuttle allow open containers? Colorado law applies even in private vehicles-for-hire — confirm with your provider.

## Day-Of Timeline Template

TIME	TRANSPORT MOVE
10:00 AM	Wedding party pickup → venue for hair, makeup, and prep
2:00 PM	First guest shuttle departs hotel block → ceremony venue
2:30 PM	Second guest shuttle loop
3:00 PM	Ceremony begins (all shuttles staged for post-ceremony transfer)
4:00 PM	Guest shuttles: ceremony → reception venue
4:15 PM	Couple's private transfer for golden-hour photos en route
9:00 PM	First guest shuttle loop: reception → hotels
9:30 PM	Second loop
10:00 PM	Final shuttle + couple's getaway vehicle staged
10:30 PM	Last call — final sweep shuttle

**PRO TIP**

Build 30 minutes of buffer between every transport leg. Mountain roads, photo stops, and guests who linger all eat into the timeline.

## Questions to Ask Before You Book

- 01 Are you Colorado PUC certified? Can I see your certificate number?
- 02 What's your general liability coverage amount? (Look for \$5M minimum.)
- 03 Have your drivers been to my specific venue before?
- 04 Are your vehicles AWD/4WD with winter tires during ski season?
- 05 What happens if a vehicle breaks down? Do you have backup?
- 06 What's the overtime rate if the reception runs long?
- 07 Can I get the driver's direct cell number for day-of coordination?
- 08 Do you do a pre-wedding venue drive? (Critical for mountain locations.)
- 09 What's your cancellation and weather policy?
- 10 Can you accommodate champagne, decorations, or a "Just Married" sign?

## Vehicle Guide

VEHICLE	CAPACITY	BEST FOR
Executive Sedan	2-3	Couple's getaway, intimate transfers
Executive SUV	4-6	Wedding party, family groups, mountain roads
Sprinter Van	12-14	Guest shuttles, bridal party group transport
Party Bus	20-30	Large wedding parties, after-party transfers
Motor Coach	40-56	Full guest transport for 100+ weddings

**DON'T FORGET**

Send-off logistics matter. Your getaway car should be staged 15 minutes before the send-off, engine running, luggage already loaded. Your planner should coordinate the exact exit moment with your driver.

# Your wedding day moves on a timeline — make sure the transportation does too.

Arion plans and executes wedding transportation across the Front Range and into the mountains. Champagne service, mountain-trained chauffeurs, real-time coordination with your planner.

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