

CHECKLIST FOR EMPLOYEE SHUTTLES



Dear interested,
this checklist is intended to facilitate the booking process for your employee shuttle. Therefore we recommend that you fill out the information below regarding the preparation of the shuttle. Feel free to contact us at any time for assistance with your checklist or to clarify any queries.

GENERAL INFORMATION

- I have recorded the transfer period and the times for my employee shuttle.¹
- I am considering booking hotel accommodations for my employees.²
- I am considering an individual signage or branding on the coach.³
- The addresses of the departure points are known.
- I would like certain instructions to be followed (e.g., COVID-19 measures).⁴

NOTES FOR YOU AS OUR CUSTOMER

- ¹ Time and address must be complete at least one week before the event and must be communicated to your contact person at AGT. If known, change requests should be communicated to your contact person at AGT immediately, so that he can reschedule in time.
- ² An overnight stay in a hotel can be booked as an additional service. Food and drinks can be brought along privately. Alternatively, catering as well as hostess-services can be booked through AGT. Please let us know in good time.
- ³ Please inform your contact person at AGT for this request at an early stage.
- ⁴ Please inform your contact person at AGT about this requirement at an early stage so that capacities can be provided accordingly. The AGT hygiene concept takes into account all measures and regulations to ensure the highest safety standards for your employees. On our homepage you will find all important information about the AGT hygiene concept.