

CHECKLIST FOR EVENTS



Dear interested,

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

GENERAL INFORMATION

- I have entered the key travel information (starting point and destination, date, time and number of people).¹
- Optional: I am considering booking additional services (packed lunches, accommodation, etc.).²
- Optional: The trip includes several locations, so a coach is needed on site.³
- I am considering taking luggage with me and therefore I need storage space.⁴
- I have not yet bought tickets for the target event (e.g. when visiting trade fairs).⁵

NOTES FOR YOU AS OUR CUSTOMER

- ¹ Time and address must be complete at least one week before the trip and must be communicated to your contact person at AGT.
- ² An overnight stay in a hotel can be booked as an additional service. Meals can be brought along privately. Alternatively, packed lunches and drinks can be booked through AGT. Please let us know in good time.
- ³ If you know all locations, please inform your contact person at AGT, so that he can plan your group trip accordingly and calculate your free mileage.
- ⁴ Please let us know if you would like to take luggage with you so that we can provide you a coach with the right size.
- ⁵ If you still need to organize tickets for a event, we can take over your work. The all-round carefree package of AGT combines coach travel and ticket organization. Please inform your contact person at AGT about your wish in good time.