

EVENT NAME:	Jones/Doe Wedding	DATE OF EVENT:	10/30/09
TO:	Jane Doe	DATE:	6/2/09
ATTN:		PHONE:	312.123.4567
ADDRESS:	1234 North State #1	FAX	
CITY, STATE, ZIP	Chicago, IL 60618	CELL:	773.123.456

VEHICLE #1 – 32 PASSENGER TROLLEY

Here is an example of how to fill out the form...please note if stops cannot be determined at the time of booking please indicate TBD. You may finalize exact stops 2 weeks prior to the wedding or event.

LOCATION #1: PICK-UP	Conrad Hotel
TIME:	1:15pm
STREET ADDRESS:	521 N. Rush Street
CITY:	Chicago, IL
ON-SITE CONTACT AND PHONE #:	Jane – 773.123.4567
SPECIAL INSTRUCTIONS:	Pick UP Bridesmaids

LOCATION #2: Drop Off	St. Michael's Catholic Church
TIME:	2pm
STREET ADDRESS:	1633 N. Cleveland Avenue
CITY:	Chicago, IL
ON-SITE CONTACT AND PHONE #:	tbd
SPECIAL INSTRUCTIONS:	Drop off bridesmaids

LOCATION #1: PICK-UP	Conrad Hotel
TIME:	2:20pm
STREET ADDRESS:	521 N. Rush Street
CITY:	Chicago, IL
ON-SITE CONTACT AND PHONE #:	John 773.123.4567
SPECIAL INSTRUCTIONS:	Pick up groomsmen

LOCATION #2: Drop off	St. Michael's Catholic Church - dropoff
TIME:	2:45 PM
STREET ADDRESS:	1633 N. Cleveland Avenue
CITY:	Chicago, IL
ON-SITE CONTACT AND PHONE #:	tbd
SPECIAL INSTRUCTIONS:	Must arrive before 3pm.

LOCATION #3-5	Photo Stops
	1.Wrigley Field, 1060 W Addison St
	2. Shedd Aquarium 1200 S Lake Shore Dr
	3.Michigan Avenue bridge -400 North Michigan
TIME:	
STREET ADDRESS:	
CITY:	
ON-SITE CONTACT AND PHONE #:	Photographer Max 773.456.1234
SPECIAL INSTRUCTIONS:	Depending on weather

LOCATION #5: FINAL DESTINATION	Salvatore's Restaurant
TIME:	6:30
STREET ADDRESS:	525 W. Arlington Place
CITY:	Chicago, IL
ON-SITE CONTACT AND PHONE #:	Event Planner
SPECIAL INSTRUCTIONS:	

Windy City Trolley is often asked for photo stop suggestions here are a few of our clients' favorite photo stops that we would like to suggest...

Wrigley Field
Millenium Park
Buckingham Fountain
Calder Statue
Garfield Park Conservatory
Michigan Avenue Bridge
Adler Planetarium
Board of Trade
Shedd Aquarium
North Avenue Beach
Wrigley Building