**Event venue:** VENUE

**Event start time:** 11am

**Event finish time:** 12:30pm

**Return journey pick up:** 10 minutes after event finish.

| First Name | Last Name | Pickup / Drop Off Address | Pickup Time | Phone | Pick Up Instructions |
| --- | --- | --- | --- | --- | --- |
| Joe | Bloggs | 999 Letsby Avenue, Town | **10:30** | 01101 111 111 | e.g. needs front seat / has a walker / foldable wheelchair / pick up from back entrance in X drive |
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**NB:** Call attendees 2 days before the event to confirm their transport time

have attendees share taxis where possible- cuts costs and more sociable.