

BUSES and GROUND TRANSPORTATION --- Itinerary Template for Quote Request

Basic information needed:

Number of people traveling

From where to where

Exact dates with approximate pick-up & drop off times for each location

Exact addresses for all locations

General description and purpose of the trip

State if the driver will need to wait at any point

Remember to include every pick-up and drop-off

SMU contact person and their contact info including cell #s.

EXAMPLE #1:

Transportation services for 200 - 250 people

From the Magnolia Hotel Dallas Park Cities to SMU Perkins Chapel and from SMU Perkins Chapel (or Prothro Hall) back to the Magnolia Hotel.

ADDRESSES: *give them the exact pick-up and delivery addresses*

Thursday, August 10, 2017

BUS ARRIVES at the Magnolia: 5:00 pm *when the buses need to arrive*

DEPARTMENT from the Magnolia: 5:45 pm *when the buses need to leave the hotel. Allow plenty of time to wrangle and load 250 people.*

DROP OFF AT SMU Perkins Chapel: 6:15 pm *when the buses need to arrive at Perkins that allows enough time for 250 people to unload from the buses and be seated in the building in plenty of time before the service begins.*

ARRIVE BACK AT SMU Perkins Chapel: 10:00 pm *the bus company may have the buses wait there*

START LOADING BUSES AT SMU Perkins Chapel or Prothro Hall (?): 10:30 pm to 10:45 pm

DEPARTMENT SMU Perkins Chapel or Prothro Hall (?): 11:30 pm

ARRIVE AT the Magnolia Hotel: 11:45 pm

The Chapel service begins at 7:00 PM and it is followed by a reception that ends anywhere in-between 10:00PM to 10:30 PM at The Great Hall in Prothro Hall (building). They will need to be transported back to the Magnolia Hotel Dallas Park Cities after the reception ends.

Friday, August 11, 2017

Type detail instructions for 2nd day which will be similar to the first day with few pick-ups and drop offs.

EXAMPLE #2:

Transportation Services for 10 people and musical instruments. 9 student musicians and one faculty advisor.

Beginning location: SMU campus going to Austin, TX

Departure date: Tuesday, February 27, 2018

Return date: Wednesday February 28, 2018

Request is for musicians to play at the Texas Independence Day Dinner honoring Mr. and Mrs. Hunt.

Dinner to be held at Bullock Texas State History Museum in Austin on Tuesday February 27, 2018

DEPARTURE

Load bus Tuesday February 27, 2018 at 12:30 p.m. at SMU Owen Arts Center, 6101 Bishop Blvd, Dallas, TX 75205

Depart SMU at 1:00 p.m.

Travel to Bullock Texas State History Museum, 1800 Congress Ave, Austin, TX 78701

Arrive 4:30 p.m.

Bus parking available at museum

RETURN TRIP

Load bus Tuesday February 27, 2018 approximately 9:15 p.m. at Bullock Texas State History Museum

Depart at 9:30 p.m. from Bullock Texas State History Museum traveling back to SMU in Dallas

Arrive SMU approximately 1:00 a.m. Wednesday February 28, 2018

Musical instruments and their values.

- Two drum sets - \$4K
- Two electric keyboards and two amplifiers - \$6K
- 1 upright bass (school owned) - \$3K
- Bass amplifier - \$800
- Electric bass guitar - \$1.5K
- Amplifier - \$800
- One trumpet - \$5K
- Two Saxophones - \$10K
- Total approximate value of musical instruments and equipment - \$31,100