

Event Pickup & Return Planner

Plan vendor collections, delivery timing, and returns in one place.

1 / EVENT & MAIN CONTACT

Company / event name

Contact name

Email

Phone

Presentation / event date

Requested delivery date & window

2 / DESTINATION & ACCESS

Venue / recipient name

On-site contact & phone

Full delivery address

Parking / loading access

Stairs / elevator / reservation details

Placement instructions / handling concerns

3 / SCOPE REQUESTED

☐ Vendor pickups ☐ Delivery ☐ Packing / wrapping ☐ Return trips

☐ Unpacking ☐ Setup assistance ☐ Other - describe below

Requested assistance / equipment / packaging responsibility

Attach item photos and vendor lists. Timing and scope are confirmed with your quote.

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4 / VENDOR PICKUP STOPS

Use one row per vendor. Attach another copy of this page if needed.

Vendor & full address	Contact / phone	Pickup date / window	Items / qty / size

5 / COLLECTION AFTER EVENT

Collection address (or same as destination)

On-site contact & phone

Collection date & window

Who packs / labels items for return?

6 / RETURN ROUTING

Vendor / return address	Return date / deadline	Contact / reference

Missing packaging, access limits, fragile items, or other instructions