



# IDDS Operations Worksheet

## Transport

### To and from Airport + Bus Stations

**What airport/bus stations will people be arriving at?**

**Who will greet them and pick them up and when?**

**If guests come, who do they contact and pay for the transport?**

### Community Visits

**What kind of transport is required for community visits?**

**Is there space for extra luggage, prototypes, and the people?**

**Have those vehicles been arranged?**

### Special Trips

**Are there any special trips the group will be making (ie. visits to the museum, waterfall, etc.)?**

**If so, what is the transport plan?**

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo  
after

**How much will it cost? Do people need extra money for meals out?**

Shopping Trips

**If people need to go to town, how do they get there?**

**Do they pay themselves or will the summit cover their costs of transport?**

