

SOP Template: Logistics Planning for Transportation, Accommodation, and Catering

This SOP details the **logistics planning for transportation, accommodation, and catering**, encompassing the coordination of travel arrangements, booking suitable lodging, and organizing meal services to ensure smooth and efficient event or operation execution. It aims to streamline logistical processes, optimize resource allocation, and enhance participant satisfaction through effective planning and management.

1. Purpose

To establish standardized procedures for organizing transportation, accommodation, and catering for organizational events or operations.

2. Scope

This SOP applies to all staff responsible for planning and managing logistics for corporate events, trainings, conferences, or special operations.

3. Responsibilities

- **Logistics Coordinator:** Oversee the end-to-end logistics process and ensure compliance with this SOP.
- **Event Manager:** Approve logistics plan and coordinate with stakeholders.
- **Procurement Team:** Facilitate contracts/bookings for transportation, accommodation, and catering vendors.
- **Participants:** Provide timely information required for arrangements.

4. Procedure

4.1 Transportation

1. Identify transportation requirements (number of participants, locations, timings).
2. Research and select suitable transportation options (bus, van, taxi, flights, etc.).
3. Obtain quotations from at least three vendors (if applicable).
4. Confirm and book arrangements; record reservation details.
5. Share travel itineraries with participants.
6. Arrange for on-site transportation as necessary.
7. Monitor and coordinate transportation on event day(s).

4.2 Accommodation

1. Collect participant lodging needs (special requirements, room types, check-in/out dates).
2. Identify and evaluate accommodation options based on location, amenities, and budget.
3. Negotiate group rates where possible.
4. Secure bookings and communicate reservation details to participants.
5. Arrange early/late check-in or check-out as needed.
6. Coordinate with hotel for any special services (e.g., meeting rooms, disabled access).

4.3 Catering

1. Determine catering requirements (number of meals, dietary restrictions, meal schedules).
2. Source and evaluate catering vendors.
3. Obtain menus and quotations from at least three suppliers (if applicable).
4. Finalize meal selections and place orders.
5. Communicate meal schedules to participants and vendors.
6. Coordinate service times to align with event agenda.
7. Oversee meal services and handle issues promptly.

5. Documentation & Reporting

- Maintain records of all bookings (transport, accommodation, catering).
- Compile participant lists and special requirements.

- Document post-event feedback to identify areas for improvement.

6. Review & Continuous Improvement

Regularly review procedures and incorporate feedback for enhanced logistics planning and participant satisfaction.

7. Appendix

Item	Details to Record
Transportation	Vendor, vehicle type, pickup/drop timings & locations, contact numbers
Accommodation	Hotel name, address, booking reference, check-in/out dates, special arrangements
Catering	Menu, service times, dietary notes, vendor contacts