

GREENTOMATOCARS CHRISTMAS EVENTS PACKAGE



Greentomatocars Events Team

At Greentomatocars, we have a dedicated Events Team to help you organise transportation for all of your guests; whether it's for a 10 person board meeting, your wedding or the Empire Awards!

You can count on us to make sure everyone gets where they need to be, on schedule and with no nasty surprises.


As one of the largest ground transportation suppliers in London, we coordinate events on a weekly basis for our customers. Each event is different and provides its own challenges and this is why we have a dedicated team to coordinate the large amounts of cars, resource and communication necessary for a seamless experience. We are consistently reviewing and refining our approach to these important projects and have developed the following process to ensure a smooth delivery.

Planning Phase

Are you looking to plan an event? Do you need our help?

There are plenty of ways that you can reach us. You can speak with your Account Manager or contact our events team directly through events@greentomatocars.com. You can also call us on 0208 568 0022.

At this early stage, we want to understand what your requirements and expectations are.

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Date and time (length of the event)	<i>When? What time? How long for?</i>
Location	<i>Where? Any specific details about the venue?</i>
Description of the event	<i>What are you organising?</i>
Size of the event: number of cars/bookings	<i>How many people are you looking to transport?</i>
Work Profile: <ul style="list-style-type: none">- Geographic spread- Service Type/Car Sharing	<i>Where are the journeys going? What kind of cars do you need? Are you interested in car sharing?</i>
Customer expectations: marshal, on-site booker	<i>What support do you need in the lead up? On the night?</i>

To ensure that the event goes as smoothly as possible, we would encourage as much lead time as you can afford. For smaller events, 48 hours is sufficient time to prepare.

Coordination

What can we offer you? What services can you benefit from?

A dedicated team:

We can provide you with a dedicated events team who work office hours 9 -5 Monday through Friday and team support outside of those hours. You will have direct access to our bookers so there is one central location to communicate all your changes and edits.

Flexible set up:

Different events require different set ups and procedures. We do what is required to create a bespoke set up for your event. With our diverse fleet and expertise we can cater for any and all vehicle requirements, passenger needs and complexities. Below are some examples of our event programmes:

Pre-booked Events – in this case all cars are pre-booked and have a name attached to each booking. This set up is ideal for small scale events numbering from 5 – 20 vehicles, events that are spread over long periods of time. You can save money and lower your emissions by including car sharing!

Open Pre-book Events – in this case we pre-book a specified number of reserved bookings to your venue. This enables us to create a first come, first served system where your guests simply advise our drivers the destination to which they wish to travel when they are ready to leave. We always recommend a marshal in this instance as they can liaise with both the drivers on the ground and our logistics team to ensure smooth communication and ensure the supply of cars is sufficient at all times. This set up is ideal for large group events or events with a large number of car journeys in a small time window as it provides a superior customer experience. When ready, the passenger gets into the first available car at a time of their choosing. Amendments can easily be made up to the very last minute.

Pre-event walk through Planning – Before, During and After:

In the Events world failing to prepare is preparing to fail and that applies to the car service you select too. We will work with you every step of the way, from our initial meeting, to the follow up meeting. We will keep you up to speed with the progress of your event, giving you total control whilst removing the stress of the little details. 24 hours before your event we will conduct a walkthrough to ensure you are totally comfortable with the programme we have created. We are confident that your dedicated event coordinator will become invaluable! Once the dust has settled we will be in contact to ensure we can handle any specific billing requirements you have as we understand you need to have an understanding of final costs as soon as humanly possible.

Available Support:

We have a wide variety of services and technology that we can offer to help your event run smoothly.

On Site Marshals – We have an experienced team of marshals who will survey the event location beforehand to determine where the most effective pickup / drop off locations. They will alert our Logistics Team of any traffic restrictions and liaise directly with the relevant stakeholders to communicate how best to get your guests in to their cars in a safe and organised fashion. They will be able to provide on-site support, coordinate traffic and have a direct line into the heart of our Logistics Team to make any adjustments in real time. To help minimise costs, our marshals can also pair passengers to save cost and carbon emissions! When used, our car sharing service optimises routes and therefore minimises cost.

Live Chat – For smaller events, we can provide a dedicated Skype Group between our Logistics Team and your key booker(s). This way you can message any questions or queries that you may have and receive a quick response. You will have a dedicated Logistics Agent looking after your event.

Live 'Passenger Tracking – Want to know when your keynote speaker will arrive? Simply keep an eye on their Taxi journey and easily identify when they will arrive and when they get in the car!

Dedicated Phone line – We can also provide you with a dedicated phone line into our Logistics team. They can manage all your queries and questions that you may have.

Bespoke Notifications – we are able to set up bespoke notifications for your event. These bespoke text and/or email notifications can alert you when a driver is on-route, arrived at the pick-up point, when the passenger gets in the car and when the trip has successfully completed. This means that you have peace of mind and do not need to waste time tracking them yourself!

Bespoke Name boards – Allow your delegates to identify their cars by adding the event branding across all elements of your event. We can equip our drivers with a name board design of your choice. This can be presented on a tablet or laminate depending on volume.

Vehicle Wrapping – We have catered for events where our vehicles have been brand-wrapped with custom vinyls supplied by our customers. Our in house workshop is trained to apply and remove these wraps before and after your event.

Branded Couture – Our drivers can wear a branded tie, t-shirt or top hat of your choice. This takes a degree of coordination but we have done it before, so can do it again (maybe not the top hats).

Pricing

Support Menu:

On Site Marshals	A Marshal costs £50 an hour for a minimum of 2 hours. If they will be working past 10pm, they will require transport home.
Skype Group	£30 per hour
Dedicated Phone Line	£30 per hour
Bespoke Notifications	£40 setup testing and breakdown fee
Bespoke Nameboards	£20 per name board, for distribution at event. Price for advance distribution dependant on requirement.
Vehicle Wrapping	Price negotiable dependant on volume of vehicles to be wrapped. Indicative £60 per hour for workshop time with 3 vehicle wrappings per hour possible, plus vehicle transport to workshop £60.
Branded Couture	£20 per driver, for distribution at event. Price for advance distribution dependant on requirement.