

 Cowboys Limousine		Prom Limo Checklist			
Pre-Booking		Vehicle Selection:		Vehicle Amenities:	
<i>Before you book:</i>		<i>Make sure to match the size of your party:</i>		<i>Choose your add-ons and special requests:</i>	
☐	Check Google Reviews (https://g.co/kgs/9CDdsjf)	☐	Hummer Limo (up to 20 passengers)	☐	Soft drinks:
☐	Licenses and safety certificates	☐	Cadillac Limo (up to 14 passengers)	☐	Themed decorations
☐	Drivers are background-checked	☐	Lincoln Limo (up to 10 passengers)	☐	Color scheme
☐	Check cancellation and refund policies	☐	Party Bus (up to 34 passengers)	☐	Special Playlist
☐	Check available fleet	☐	Additional Limousines	☐	Working A/C
☐	Ask about prices and packages			☐	Confirmed vehicle cleanliness (request photos)
Notes:		Notes:		Notes:	
Payment Policies		Booking & Timeline		Safety Considerations	
<i>Confirm your payment method & policies</i>		<i>Confirming all the details</i>		<i>Safety measures</i>	
☐	Credit Card	☐	Booking confirmed: _____ (date)	☐	Parental information provided
☐	Wire Transfer	☐	Pickup time: _____	☐	Company has safety record
☐	Cash	☐	Dropoff time: _____	☐	Teen policies: _____
☐	Other: _____	☐	Driver's Name: _____	☐	Vehicles are inspected
☐	Cancellation policy: _____	☐	Driver's Contact: _____		
☐	Tipping: _____	☐	Invoice Granted		
Notes:		Notes:		Notes:	
Personalization & Extras		Day-of-Prom		Limo Conditions	
<i>Some extras for your limo if requested</i>		<i>Avoid mistakes the day-of</i>		<i>When the limo arrives</i>	
☐	Allowed items: _____	☐	Re-confirm pick-up time and location	☐	Limo is clean
☐	Not allowed items: _____	☐	Re-confirm drop-up time and location	☐	A/C works properly
☐	Theme: _____	☐	Pack an emergency kit (phone chargers, medications, safety pins)	☐	All extras requested are present
☐	Decoration Package: _____	☐	Reconfirm times with party		
Notes:		Notes:		Notes:	
Drop-Off at the Venue		Post Prom		Parental Considerations	
<i>Double-check the following</i>		<i>After a fun night</i>		<i>For parents</i>	
☐	Items left behind (phones, bags, and other valuables)	☐	Tip Driver (if not included in contract)	☐	Limo Company Info
☐	Reconfirm pickup time with driver: _____	☐	Collect personal items	☐	Driver's number
		☐	Leave a Google Review!	☐	Share your number with driver
		☐	Tag limo company in your limo pics	☐	Verify liquor policy for minors
Notes:		Notes:		Notes:	