

You requested travel instructions for **Whippoorwill Club**

Please read the instructions below and follow them accordingly. If you should have questions please ask before you book your travel. Neither PGI nor Whippoorwill Club assume any responsibility for money lost due to incorrect travel arrangements made because of your lack of attention.

## **IF YOU FLY**

### **CONTACT PERSON WHILE YOU TRAVEL**

*In case you miss your flight, or the flight is delayed, the person with whom you need to communicate is:*

Name: **Michael DiMaggio**

Email: [Miked@whippoorwillclub.org](mailto:Miked@whippoorwillclub.org)

Work Phone: **(914) 273-3011**

Mobile Phone: **(646) 628-6839**

Note: Please contact **Michael DiMaggio** above during your travel in case you are delayed or if you miss your flight. For fastest contact please use text. If you use email, please copy Mr. Petrina at [pp\\_petrina@petrinagroup.com](mailto:pp_petrina@petrinagroup.com) so he is kept in the loop.

### **BEST AIRPORT TO FLY INTO**

**Westchester County Airport (HPN)**

### **RECOMMENDED DAYS TO ARRIVE ON:**

**Tuesday through Sunday**

Note: if you cannot fly on the days above, please email **Michael DiMaggio** above with the date that you intend to travel on. Please copy Mr. Petrina to the email. Please do not book your ticket until you have received confirmation from **Michael DiMaggio** or Mr. Petrina that your intended date is accepted.

### **PREFERRED TIME INTERVAL TO ARRIVE ON:**

**9am-3pm**

Note: Please make sure that your flight does not land after 3 pm as it would make picking you up at the airport difficult, in which case you may need to take a taxi / Uber.

### **NAME OF PERSON PICKING YOU UP**

**Michael DiMaggio**

Mobile: **(646) 628-6839**

### **WHAT TO DO BEFORE AND AFTER YOU LAND:**

Note: if airport pick-up cannot be made either because **Michael DiMaggio** is not available, or because your flight arrives later in the evening, you are directed to take an Uber / Taxi and make your way to the employer at the address below.

*If you do not wish to use Uber, here are some taxi companies that you can consider: Arrow 1 Taxi (+1-914-644-8811), Splendid Taxi (+1-914-949-1333), and Greenburgh Taxi (+1-914-592-4949).*

*The employer will reimburse you for the cost if you Uber from the airport indicated above (Westchester). Please save the receipt and submit it promptly to Michael DiMaggio. Reimbursements will not be made if you take the Uber / Taxi from other airports.*

Whippoorwill Club  
150 Whippoorwill Road,  
Armonk, New York 10504

## IF YOU DRIVE

### CONTACT PERSON DURING TRAVEL PERIOD

*(this will be the person who you must communicate with during your travel in case you encounter problems such as accidents, delays, mechanical problems. Etc.)*

Name: Michael DiMaggio

Email: [Miked@whippoorwillclub.org](mailto:Miked@whippoorwillclub.org)

Work Phone: (914) 273-3011

Mobile Phone: (646) 628-6839

Note: For fastest contact please use text. If you use email, please copy Mr. Petrina at [pp\\_petrina@petrinagroup.com](mailto:pp_petrina@petrinagroup.com);

### RECOMMENDED DAYS TO ARRIVE ON:

Tuesday through Sunday

Note: If you cannot arrive on the days above please email Michael DiMaggio above with the date that you intend to arrive on. Please copy Mr. Petrina to the email. Please wait for confirmation from Michael DiMaggio or Mr. Petrina that your intended date is accepted before making final travel plans.

### PREFERRED TIME INTERVAL TO ARRIVE ON:

9am-3pm

Since you will be driving yourself please plan to arrive no later than 3 pm to allow enough time for processing of your employment documentation and check-in.

### ADDRESS FOR THOSE WHO WILL DRIVE

The address where you need to go to is:

Whippoorwill Club

150 Whippoorwill Road

Armonk, New York 10504

### WHAT TO DO UPON ARRIVAL

Please text Mike at least 3 hours before your estimated time of arrival at the club. Report to the Front desk upon arrival or follow instructions received from Mike.

Please note that the Address is for the Clubhouse. Please reach out to Mike upon your arrival