

You requested travel instructions for **The Country Club of Sapphire Valley**

Please read the instructions below and follow them accordingly. If you should have questions please ask before you book your travel. Neither PGI nor The Country Club of Sapphire Valley 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: **Sidney Truesdale**

Email: struesdale@ccsapphirevalley.org

Work Phone: **(828) 743-2462**

Mobile Phone: **(828) 421-1821**

Note: Please contact Sidney Truesdale 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 so he is kept in the loop.

BEST AIRPORT TO FLY INTO

Asheville Airport (AVL)

Please note that Allegiant Air flies directly from Fort Lauderdale non-stop into Asheville; this airline has the lowest prices for this route.

RECOMMENDED DAYS TO ARRIVE ON:

Monday, Tuesday, Wednesday, Thursday

Note: if you cannot fly on the days above, please email Sidney Truesdale 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 Sidney Truesdale or Mr. Petrina that your intended date is accepted.

PREFERRED TIME INTERVAL TO ARRIVE ON:

9:00 am - 7:00 pm

Note: Please make sure that your flight does not land after 7 pm as it would make picking you up at the airport difficult, in which case you may need to stay in Asheville overnight, at your own expense.

NAME OF PERSON PICKING YOU UP

Sidney Truesdale

Mobile: **(828) 421-1821**

WHAT TO DO BEFORE AND AFTER YOU LAND:

Please text Sidney before your flight takes off and provide an accurate arrival time (if you need to please ask your flight attendant for an updated estimated arrival time)

Please call or text Sidney once landed. We will coordinate beyond that at real time.

Note: if airport pick-up cannot be made either because Sidney Truesdale is not available, or because your flight arrives later in the evening, you may need to spend the night in Asheville. The employer will reimburse you for the cost of the hotel if they cannot pick you up. Please save the receipt and submit it promptly to Sidney Truesdale for reimbursement. If you arrive late despite being advised not to, and airport pick-up cannot be made, you may need to stay in Asheville overnight at your own expense.

FINAL THOUGHTS:

Please email or call 3 days prior to arrival.

If you need an airport pick up please confirm a week prior to your arrival. Email flight details to Sidney at struesdale@ccsapphirevalley.org. Please let us know your luggage count so that we may prepare for pickup.

Please coordinate with your fellow employees when traveling so times aren't sporadic. Traveling together is very much appreciated.,

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: **Sidney Truesdale**

Email: struesdale@ccsapphirevalley.org

Work Phone: **(828) 743-2462**

Mobile Phone: **(828) 421-1821**

Note: *For fastest contact please use text. If you use email, please copy Mr. Petrina at pp_petrina@petrinagroup.com;*

RECOMMENDED DAYS TO ARRIVE ON:

Monday, Tuesday, Wednesday, Thursday

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

PREFERRED TIME INTERVAL TO ARRIVE ON:

9:00 am - 3:00 pm

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:

**The Country Club of Sapphire Valley
120 Handicap Dr.
Sapphire Valley, North Carolina 28774**

FINAL THOUGHTS:

- Please email or call 3 days prior to arrival.
- If renting a car drop off needs to be at the Enterprise in Brevard or Sylva, NC. NOT the airport.
- Please coordinate with your fellow employees when traveling so times aren't sporadic. Traveling together is very much appreciated.