

# FLYING INSTRUCTIONS



Dear Work Team Leaders and Team Members,

We hope all the plans for your work week with us is going well. Our hope is that each group has a well planned out week. Due to the tremendous amount of folks that are booking, almost a year in advance, and the incredible amount of work that it takes to make for a good week, we are *providing these guidelines for your travels.*

Our requirements for your travels for the week are as follows:

## **ARRIVAL:**

- 1) Your group is to fly or drive in on a **Saturday**, arrival time between morning through afternoon. The best time to arrive in El Paso is between the hours of 10:00 am through 4:00 pm more or less.
- 2) NO evening arrivals; exceptions are: bad weather conditions, or unexpected problems due to the Airline Company overbooking, mechanical, etc. If there are delays, we ALL will need to be flexible. If you aren't able to arrive before 4:00 pm please discuss with the Work Team Director for approval.
- 3) For our driving teams--Please arrive after 12:00 noon on Saturday to allow the staff time to prepare for you. Please call the office when you are three hours out from arrival at 915-764-2688.

## **DEPARTURE:**

- 1) Your whole group must leave on Saturday.
- 2) If your group is staying in Mexico that week you need to schedule a later morning flight. You need ample time to cross the border, etc.
- 3) If you are staying in the U.S. earlier flights are preferred as it allows us time to prepare for the next incoming group.
- 4) Please do not split the team up unless you have a few team members flying out at 8:00am and a few more at 10:00 am. **Under no circumstances should any one be left behind.** It is not acceptable if you have one person and he/she is to fly out 8 hours later or the next day, If by chance you have someone joining the team after you booked your tickets, please have them depart the day before you do, on Friday, not later than you, on Saturday. This is for the safety of your group members.

It is very important to us that you adhere to our travel requirements. We appreciate you all and are looking forward to seeing you soon. If you have further questions, please feel free to call us.

God Bless!