

## Team Member Information

Travel Arrangements Arrival										
Arrival Day	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr	1-Apr
Arrival Time	4:23 PM	6:30 PM	4:23 PM	3:15 PM	7:21 PM	4:09 PM	5:00 PM	2:00 PM	5:00 PM	2:00 PM
Airport	CHO	Dulles	CHO	Dulles	CHO	CHO	driving	CHO	driving	CHO
Flight	Delta 5496	American Airlines 1720	DL 5496	American Airlines 1356	US Airways 4116	United 1941	NA	US Air 3659	NA	US3659
Chauffeur Name	Wayne Hensley	Keron Hutchinson	Wayne Hensley	Charles Lam	driving rental car	Wayne Hensley	NA	Blake Shepherd	NA	Blake Shepherd
Chauffeur Cell Phone	540-705-6703	540-836-0131	540-705-6703	540-830-5021	NA	540-705-6703	NA	540-421-2618	NA	540-421-2618
Hotel Check In Time (approximate)	5:30 PM	8:30 PM	5:30 PM	5:15 PM	8:30 PM	5:30 PM	5:00 PM	3:00 PM	5:00 PM	3:00 PM
Hotel Confirmation Number	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC	JMU SACSCOC
Name of JMU Staff to Meet at Hotel										
Travel Arrangements Departure										
Departure Day	4-Apr	4-Apr	4-Apr	4-Apr	6-Apr	4-Apr	4-Apr	4-Apr	4-Apr	4-Apr
Hotel Check Out Time (approximate)	1:30 PM	11:30 AM	1:30 PM	11:30 AM	8:00 AM	8:00 AM	12:00 PM	8:00 AM	12:00 PM	8:00 AM
Flight Departure Time	4:48 PM	3:45 PM	4:48 PM	3:45 PM	11:00 AM	3:15 PM	driving	2:26 PM	driving	2:26 PM
Departure Airport	CHO	Dulles	CHO	Dulles	CHO	CHO	NA	CHO	NA	CHO
Flight	Delta 5496	American Airlines 2039	DL 5496	American Airlines 2039	US Airways 4110	United 1965	NA	US Air 3659	NA	US3659
Chauffeur Name	Wayne Hensley		Wayne Hensley	driving rental car	Bob Hume	NA	NA	Bob Hume	NA	Bob Hume
Chauffeur Cell Phone	540-705-6703		540-705-6703	NA	540-434-0288	NA	NA	540-434-0288	NA	540-434-0288
Name of JMU Staff to Meet at Hotel										
Before the Visit										
Send directions to Hotel?	no	yes	yes	no		no	yes		no	no
Include additional information in packet:	copy of all team member's travel arrangements	copy of all team member's travel arrangements	directions from CHO to JMU if riding with friends							
Technology										
Bringing Laptop	yes	no	no	yes	no	no	yes	yes	yes	yes
PC or Mac	PC	Mac		PC	PC		PC	Mac	PC	PC
Dietary										
Restrictions	no	no cumpers or salmon	no	Allergic to Mashed Potatoes	none	Do not eat pork	N/A	no	no	no
Preferences	Diet Coke, Fruit	no	I prefer almond milk - 40. I like diet drinks - diet coke lime, diet Mt. Dew, Pepsi 0, etc.	Diet Coke/Pepsi	none	Chicken and Seafood	N/A	no	no	no
Other Needs										
	no	King bed; non-smoking; no feather pillows or comforter		Prefer that all transportation arrives in a timely manner, preferably 15 minutes in advance.	will rent a car at the airport, arriving CHO 2:00 pm April 1		N/A	no	no	no
Contact Information										
Title										
Institution										
Work Phone										
Cell Phone										
Alternate Phone										
Fax										
Email										
Assistant (Copy on correspondence)										
Preferred Communication Method	email	office phone	email	email		email	email	cell or email	email	email