

PLANE AND LODGING ARRANGEMENTS

You will be required to provide transportation to and from your town, plus food and lodging for the duration of Chuck's stay.

PLANE RESERVATIONS: Our office will make all the plane reservations and send you the information, unless arranged otherwise in advance. This enables us to book the most convenient flights for Chuck, and the most **cost effective** flights for you. We always seek the lowest coach class fares, and get advance purchase deals whenever possible. We will send you cost information, and payment for the ticket can be worked out at that time. We will do what is most convenient for you.

Please make the office aware of any unusual situations that would effect arrival times, such as afternoon concerts, radio interviews, TV appearances, rush hour traffic factors, etc. If not told otherwise, we assume the event to be in the evening, and book flights accordingly.

MEETING CHUCK AT THE AIRPORT: Chuck carries two suitcases and a couple of carry-ons. The vehicle meeting him should be of sufficient size to accommodate all of this as well as extra passengers, etc., that you may bring with you. Chuck usually travels alone, and you would be notified in advance if this were to change. If you should miss meeting his flight or lose track of him for any reason in the airport, go to the baggage claim area, which is where Chuck will go if you are not there to meet the flight.

LODGING: **Hotels or motels are required.** Chuck prefers middle echelon hotels, not too fancy, such as Holiday Inn or the like. Some new budget hotels are very nice, Fairfield Inn, Hampton Inn, etc., and have reasonable rates.

HOTEL CREDIT ARRANGEMENTS: It is commonly thought that reserving a room by phone with a credit card number constitutes a credit arrangement with a hotel. What in fact this does provide is to hold the room usually until 6:00 PM on the day of the booking, or, if requested, a **guaranteed** reservation that will hold the room all night until the guest shows up. If the guest does not show, then the room is charged to the credit card number you phoned in. If the guest **does** show the hotel then asks the guest for a form of payment, and **will not** put the room on your card number. Don't ask why it works this way, but it does. Because of this, you must make credit arrangements with the hotel in advance. You can accomplish this by establishing a line of credit for **direct billing**. Or an actual credit card imprint will acquire a one time credit arrangement for that one situation. Obviously, advance cash payment will also secure the room, but does not provide for any other credit privileges, such as signing for meals, etc. You need to check with the hotel to find out what they require, so that Chuck does not encounter any problems with the hotel if you are not able to personally accompany him at check-in.

HOTELS FOR SUNDAY SERVICES: Sometimes the situation with Sunday services can dictate that a hotel will be needed for the day but not the night. For instance, if Chuck was doing the 6:00 PM service it would enable him to take an evening flight out, but he will still need the room for the day. Some hotels will offer a **half day rate** which would enable him to stay until 5:00 or so, for a reduced rate. If this is not available in such a situation, a whole day will have to be paid for, even though Chuck will not be staying the night. This is an unusual situation which does occur from time to time. If you find that this may apply, please talk it over with us.

MEALS: Chuck has to eat at peculiar times depending on the schedule. He is not a breakfast eater, and usually does not eat after four hours before the event. If there is a restaurant in or near the hotel, please try to arrange for him to sign for meals. Otherwise a meal allowance or similar arrangement can be worked out.