

You requested travel instructions for **Philadelphia Country 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 Philadelphia Country 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: **Whitney Williams**

Email: wwilliams@philadelphiacc.net

Work Phone: **(610) 525-6000**

Mobile Phone: **(570) 916-6455**

Note: *Please contact **Whitney Williams** 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

Philadelphia (PHL)

RECOMMENDED DAYS TO ARRIVE ON:

Thursday 05/09/2019

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

PREFERRED TIME INTERVAL TO ARRIVE ON:

Afternoon before 4pm if possible

Note: *Please make sure that your flight does not land after 5-6 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

Shuttle Driver

Mobile: **(610) 525-6000**

WHAT TO DO BEFORE AND AFTER YOU LAND:

Before your flight takes off please call (610) 525-6000 (club front desk) to provide an accurate arrival time (if you need to please ask your flight attendant for an updated estimated arrival time)

After you have landed and collected your bags, call the number again to confirm that you have arrived and at what gate.

Note: if airport pick-up cannot be made either because Shuttle Driver 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. The employer will reimburse you for the cost if you Uber from the airport indicated above (Philadelphia (PHL)). Please save the receipt and submit it promptly to Whitney Williams.

Philadelphia Country Club
1601 Spring Mill Road,
Gladwyne, Pennsylvania 19035

FINAL THOUGHTS:

Chef Fritz Gitschner fgitschner@philadelphiacc.net is also the point of contact. 1 (713) 498-5017

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: Whitney Williams

Email: wwilliams@philadelphiacc.net

Work Phone: (610) 525-6000

Mobile Phone: (570) 916-6455

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:

Thursday 05/09/2019

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

PREFERRED TIME INTERVAL TO ARRIVE ON:

Afternoon before 4pm if possible

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:

Philadelphia Country Club
1601 Spring Mill Road
Gladwyne, Pennsylvania 19035

WHAT TO DO UPON ARRIVAL

Please call (610) 525-6000 at least 3 hours before your estimated arrival time at the club and let the club know so they can prepare for your arrival, and communicate any last minute instructions to you.

Upon arriving at the club, please go to the Main office and ask for Ashly.

FINAL THOUGHTS:

Chef Fritz Gitschner (fgitschner@philadelphiacc.net) is also the point of contact. 1 (713) 498-5017,