

You requested travel instructions for **Green Valley 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 Green Valley 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: **Ed Rubin**

Email: **ed.rubin@greenvalleycc.org**

Work Phone: **(484) 567-2702**

Mobile Phone: **(215) 858-0744**

Note: *Please contact **Ed Rubin** 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](mailto:pp_petrina@petrinagroup.com) so he is kept in the loop.*

### BEST AIRPORT TO FLY INTO

**PHL / Philadelphia**

### RECOMMENDED DAYS TO ARRIVE ON:

**Mondays, Tuesdays, Wednesdays**

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

### PREFERRED TIME INTERVAL TO ARRIVE ON:

**6am to 4pm**

Note: *Please make sure that your flight does not land after 4 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

**Mike Dutell**

Mobile: **(215) 791-0859**

### WHAT TO DO BEFORE AND AFTER YOU LAND:

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

**Mike will meet you at baggage claim.**

Note: *if airport pick-up cannot be made either because Mike Dutell is not available, 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 (PHL / Philadelphia). Please save the receipt and submit it promptly to Ed Rubin.*

Green Valley Country Club  
201 West Ridge Pike,  
Lafayette Hill, Pennsylvania 19444

## 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: Ed Rubin

Email: [ed.rubin@greenvalleycc.org](mailto:ed.rubin@greenvalleycc.org)

Work Phone: (484) 567-2702

Mobile Phone: (215) 858-0744

Note: *For fastest contact please use text. If you use email, please copy Mr. Petrina at [pp\\_petrina@petrinagroup.com](mailto:pp_petrina@petrinagroup.com);*

### RECOMMENDED DAYS TO ARRIVE ON:

Mondays, Tuesdays, Wednesdays

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

### PREFERRED TIME INTERVAL TO ARRIVE ON:

6am to 4pm

Since you will be driving yourself please plan to arrive no later than 4 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:

Green Valley Country Club  
201 West Ridge Pike  
Lafayette Hill, Pennsylvania 19444

### WHAT TO DO UPON ARRIVAL

Please text Mike at least 3 hours prior to your estimated arrival at the club so that he can prepare for your arrival.

Upon arriving at the club, go to the main clubhouse and look for Mike or for Ed Rubin. They will assist you from there.