



Thank you for agreeing to participate in the P29 Virtual Retreat! What a joy it is to deliver this goodness with such a great team!

Lots of important info here - please read this document in its entirety, **save it** for your digital use, print if you like paper, or bookmark this handy website that Fran has created just for this event! (INSERT LINK) The website will likely have the most update info in the event any changes need to be made after this is sent.

At first breath, looking at the schedules may feel overwhelming. Take another breath and know that YOU are the person for the job! We promise it's going to be good!

Please find your initials on the attached schedules and highlight where you have been asked to help. There obviously may be other times as well, but the Production Schedule is a good start to our plans for the week.

Packing List

- Athletic Attire
 - Any Medications/ OTC
 - Comfy shoes
 - Swimsuit (optional for pool at the hotel)
 - A computer/charger
 - Face covering for travel if you choose
 - Refillable water bottle
 - Your ID
 - Rev Credit Card if you have one
 - Black Donor Shirt if you have one
- Please limit your baggage to one suitcase per person due to ride sharing. Check the weather to determine the best options, but layers are always a good idea.
 - Athletic attire is worn most days for the entire day.
 - Feel free to pack jeans, casual wear, etc. as you see fit. We do recommend you bring a pair of comfortable slip-on shoes to give your feet a break after a long day.

Attached you will also find important travel information and other logistics. Please read carefully and either print a copy or save this somewhere handy for digital use later.

Alisa	602-349-7041
Matt	412-292-0232
Tracy	919-454-6124
Heather	623-810-2894
Dawn	309-369-0041
Angenette	415-816-5420
Aaron	540-836-6351
Crystal	952-687-1217
Lacee	970-590-6739
Kim Todd	509-988-0422
Tammy	602-206-7181
Kara	828-228-7262
Amia	678-522-4818
Torie	321-239-3934
Lisa	859-489-6885
Michelle	717-698-5198

RideShares from the Airport

Upon arrival to the airport, please send a message to those you will share a car with or who could potentially pick you up.

Request an Uber or pick up the rental car at the **National Rental** Car booth. Please ensure you have downloaded the Uber app in advance and determine whether you should go to the hotel or straight to HQ.

****Save these addresses in your phone*****

Hotel: 2630 E Camelback Rd, Phoenix, AZ 85016

HQ: 10818 N 32nd St, Phoenix, 85028

**Please also store contact information for team members in your phone. (Sometimes Voxer isn't the most reliable). If flights get delayed or travel hiccups happen, just take a breath and refer to this information to problem solve a new plan.

ARRIVAL:						
Shuttle Plan	Name	Airline	Airport	Date	From Home	Arrival to PHX
x	Kimberlee Lynn Todd -	American	GEG	10/4/22	1:42 PM	4:15 PM
Uber/Family	Dawn Miles	American	CLT	10/17/22	2:40 PM	4:09 PM
Van 1	CRYSTAL VANDER HEIDEN	Southwest	MSP	10/18/22	6:25 AM	7:50 AM
Van 2	Heather Dianne Johnson	United	DEN	10/18/22	5:30 AM	9:08 AM
Van 2	Amia T Freeman	Delta	ATL	10/18/22	8:10 AM	9:09 AM
Pick up by Van 1	Lacee Kovanda	Southwest	BZM	10/18/22	7:50 AM	11:15 AM
Pick up by Van 1	MATTHEW DAVID GOLZ	American	DFW	10/18/22	10:40 AM	11:19 AM
Pick up by Van 1	victoria bartee	American	TLH	10/18/22	6:00 AM	11:24 AM
Pick up by Van 1	Lisa Michelle Gardner	American	LEX	10/18/22	7:57 AM	11:36 AM
Pick up by Van 2	Angenette Maniego Lau	United	SFO	10/18/22	10:35 AM	12:40 PM
Pick up by Van 2	Kara Redmond Osborne	American	CLT	10/18/22	11:22 AM	12:59 PM
Uber	Tracy East	Southwest	RDU	10/18/22	11:35 AM	2:50 PM

In an effort to lessen the Uber costs, if it's possible to use the vans to pick each other up, that would be fantastic. If Ubering is the only option though, that's what we'll have to do. Obviously, just communicate amongst the team and make some game-time decisions.

Hotel: Embassy Suites Biltmore in Phoenix

Address: 2630 E Camelback Rd, Phoenix, AZ 85016

Telephone: 602.385.3706

Check In: 3:00 Check Out: 12:00

Rooms have two double beds as well as a living room space with a small refrigerator. When you arrive at the hotel, please check in at the front desk simply by providing **your name** (unless your roommate has already completed the check-in process). And if for some reason your name doesn't work, all reservations are booked under the Hilton Honors account with **Dawn Miles's name**.

When you arrive at the hotel, feel free to check with the front desk to determine if your room is available (Typical check-in is after 3:00). If it is not available, they can secure your luggage in a back room.

Your hotel room plus tax will be paid in full. One person from each room may be asked to supply a credit card upon check-in for any incidental expenditures and room damages that are not covered - because I know y'all are a rowdy bunch! ;)

If for some reason they have trouble locating your rooms by name, **confirmation numbers are:**

Room Assignments:

Room 1^	Matt	Aaron
Room 2^	Tracy	Angenette
Room 3*	Dawn	Crystal
Room 4	Kim	Heather
Room 5	Kara	Torie
Room 6	Lacee	Amia
Room 7	Michelle	Lisa
King - Exec Suite	Alisa	

Meals

Many of our staff members have a Rev credit card and have been asked to purchase group meals whenever possible - please only get reimbursed if absolutely necessary.

Tues	
Lunch	Deli/Veggie Tray at HQ
Dinner	Protein House EZ Catering (Delivery to Hotel)
Wed	
Breakfast	At Hotel. Arrive to HQ at 11:30
Lunch	Chipotle - Catering Delivery
Dinner	Flower Child (Delivery to Hotel)
Thrs	
Breakfast	At Hotel. Arrive at 6:30. Workout at 7:00.
Lunch	Sala Thai Delivery to HQ - Individual Orders
Dinner	Out - True Foods 5:30
Fri	
Breakfast	At Hotel. Arrive at HQ at 8:00 (Workout not until 9:30)
Lunch	Pita Jungle EZ Catering
Dinner	Pizza and wings at hotel - PICKUP Venezia's North
Sat	
Breakfast	Arrive at 7:35. PreRecorded Workout at 7:00. Delivered 8:15 Chop Shop Breakfast Bowls
Lunch	Salad from Chop Shop? + Leftovers
Dinner	3:30 Wrap Party - Phoenix City Grille
Sunday	
Breakfast	At Hotel

Return to Home Plan

Below is a *suggested* plan for transportation to the airport for return to home flights.

Again, if the schedule allows and people can use the cars to shuttle people to the airport instead of Ubering, that would be amazing!

RETURN:				
Shuttle Plan	Name	Airline	Date	Time
Uber	Tracy East	Southwest	10/22/22	3:50 PM
Return Van 1	CRYSTAL VANDER HEIDEN	Southwest	10/22/22	6:20 PM
Van 1	Angenette Maniego Lau	United	10/22/22	6:48 PM
Van 1	MATTHEW DAVID GOLZ	American	10/22/22	7:00 PM
Drop off	Dawn Miles	American	10/22/22	10:43 PM
Van 2	Lisa Michelle Gardner	American	10/23/22	5:00 AM
Van 2	victoria bartee	American	10/23/22	5:00 AM
Van 2	Lacee Kovanda	Southwest	10/23/22	5:35 AM
Van 2	Amia T Freeman	Delta	10/23/22	6:00 AM
Van 2	Heather Dianne Johnson	United	10/23/22	6:00 AM
Return Van 2	Kara Redmond Osborne	American	10/23/22	6:30 AM
Uber	Kimberlee Lynn Todd -	American	10/23/22	11:00 AM

Reimbursement Process

Please keep any receipts (or snap a photo right away). You will need them in order to complete the reimbursement process. *All requests must be submitted **within 30 days** from the end of the event.

A) If you are a **SALARIED W2 STAFF MEMBER**:

- Please complete a [new form *FOR EACH RECEIPT*](#) by the 12th of the month. (Reimbursement checks are only processed once a month on the 15th).
 - Enter my name (Dawn Miles) as the Authorized by Director Name.
 - Your preapproved expenses include:
 - LUGGAGE - If you are charged for luggage, you will get reimbursed for **1 piece of luggage each way**.
 - RENTAL CAR / UBER
 - AIRPORT PARKING - If someone can just drop you off, that would be ideal. Or if taking an Uber from your home is a cheaper option, please consider that instead.

B) If you are a long term **1099 CONTRACT EMPLOYEE**, please use the attached document to INVOICE Revelation Wellness for the above expenses, which can then be tax-deductible expenses, (but will then also be considered taxable income for you).

Questions? PLEASE SAVE THIS DOCUMENT so that you can refer back to it at any time and help yourself. If you still need assistance, feel free to Vox or text:

Kristen 734-474-6068

Dawn 309-369-0041

Nicole 562-762-1872

PLEASE DOUBLE CHECK ALL DETAILS and let me know as soon as possible if you find any errors!

What an exciting GET-TO! Thank you again for all of your efforts to use fitness as a tool to take the gospel to the ends of the earth!