



Thank you for agreeing to participate in the Fall 2024 Filming Project! We are so thrilled to partner with you in this good Kingdom work.

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

### Packing List

- ☐ Filming Attire & Shoes
  - ☐ Any Medications/ OTC
  - ☐ Comfy shoes
  - ☐ Your own mic belt [**\*\*If you have one -- if you do not have one, you do NOT need to purchase one. We will have some at the studio]**
  - ☐ Swimsuit (optional - there is a pool at the hotel but no hot tub).
  - ☐ A computer/charger
  - ☐ Any script materials you may need for filming
  - ☐ Refillable water bottle
  - ☐ Your ID
- 
- Please limit your baggage to one suitcase per person.
  - 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. if you want.

### From the Airport

Upon arrival to the airport, please send a message to Torie (see below) or pick up the rental car at the **National Rental Car** booth.

### RideShares

Van	Pick up Date	Pick up	Reservation #
1	10/14	Crystal	1568962485
2	10/14	Jerry	1568963015

Please ensure you have downloaded the Uber app in advance just in case. We now have a corporate account that allows you to take an Uber if necessary. You will receive an invite today and it will show you how to set up and access your account. Please let me know if you need any help setting this up

Name	Arrival to PHX	Time	Flight #	Airline	Ride Share Plan
<a href="#">Jerry De Shazer</a>	10/14/24	6:15 PM	5132	Southwest	Pick Up Van 2
<a href="#">Ron Mc Donald</a>	10/14/24	7:00 PM	1087	Southwest	Jerry- pick up RM
Kara	10/14/24	6:40 PM	540	America	Jerry - Pick up KO
Crystal	10/14/24	7:35 AM	1118	Southwest	Pick up van
<a href="#">Torie Bartee</a>	10/14/24	9:27 AM	6327	America	Uber w/TB
Tayler	10/14/24	9:27 AM	6327	America	Uber w/TB

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

**HQ:** 10818 N 32nd St, Phoenix, 85028

\*\*Please 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.

**Hotel:** Embassy Suites Biltmore - 2630 E Camelback Rd (602) 955-3992 Checkin 3:00  
Checkout 12:00

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 yet available, they might be able to secure your luggage in a back room.

Please confirm your filming schedule to know whether you will be going straight to HQ or to the condo once you land.

## Room Assignments:

Confirmation 96062845	Person 1	Person 2	arrival	departure
Room 1	Jerry De Shazer	Ron Mc Donald	10/14/24	10/16/2024
Room 2	Aaron Brewer		10/14/24	10/16/2024
Room 3	Kara Osborne	Victoria Bartee	10/14/24	10/17/2024
Room 4	Crystal Vander Heiden	Tayler Burchard	10/14/24	10/17/2024

## Meals

Breakfast will be at the hotel every morning. Tammy will also be coordinating group meals for lunches and dinners. If traveling during a mealtime, you can be reimbursed up to \$15 for breakfast / \$20 for lunch / \$25 for dinner upon submission of your itemized receipts.

## Return to Home Plan

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

Name	Departure from PHX	Time	Flight #	Airline	Ride Share Plan
<a href="#">Jerry De Shazer</a>	10/16/2024	4:50 PM	3520	Southwest	Return Van 2
<a href="#">Ron Mc Donald</a>	10/16/2024	3:55 PM	2454	Southwest	Return Van 2
Kara	10/17/2024	6:27 AM	1158	America	Uber
Crystal	10/17/2024	5:15 AM	615	Southwest	Uber
<a href="#">Torie Bartee</a>	10/17/2024	8:38 AM	6226	America	Return Van 1
Tayler	10/17/2024	8:38 AM	6226	America	Return Van 1

## Reimbursement Process

**\*\*Please keep your receipts (or snap a photo right away).** You will need them in order to complete the reimbursement process here at [www.tinyurl.com/rwreimbursement](http://www.tinyurl.com/rwreimbursement)

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 and you can be reimbursed for that instead.

**\*\*\*All reimbursement requests must be submitted within 30 days from the end of the event.**

## 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

Nicole 562-762-1872

Torie

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!