

2015 STAFF SHUTTLE INFORMATION

Grand Rapids is a ways from the Land and our smaller vehicles and compact crew necessitate advance planning (there are as many as 40 crew members arriving in GR on a busy arrival day!). This means we need your itinerary specifics as early as possible to work out the organizational puzzle, and no later than **July 1st**. We've let that advance information deadline slide in the past, but the new landscape in our transportation world means that we can no longer deal with last-minute pick-ups. We will happily arrange your transportation to and from the airport during the arranged shuttle times. If you have flight delays etc., we will still track you. We *want you to make it to the land safe and sound*, but you will be on your own for your transportation unless we have your complete itinerary (with flight times, numbers etc.) by **July 1st**.

Remember that your shuttle arrival and departure dates need to match your confirmed crew dates. Crew dates = arrival/departure dates. If you're flying, we have 2-10% discounts with Delta and United. Go to Delta.com and enter Meeting Event Code NMKE4; Go to United.com and enter Offer Code ZTPJ436004. Please Note: In order to use these codes you will need to go to "advanced search" from their book flights home page. There will be a place to enter codes and you can search for flights from this page.

Handy numbers: [Amtrak](#) 800-872-7245 ♣ [Greyhound](#) 800-231-2222 ♣ Calder Taxi: 616-454-8080

Arrivals to Grand Rapids: The staff shuttle runs on a pre-set schedule, picking up from the GR airport on days that crews are scheduled to arrive. Look at the schedule below and select a shuttle time that is *at least* 30 minutes after your flight is scheduled to arrive. If we don't have any reservations for the shuttle times below by the **July 1st** deadline, we will not run that shuttle.

If you book your travel after the last scheduled shuttle time, you will need to overnight in GR and reserve a seat on the first shuttle the next day, making that day your crew arrival day on the Land. We have [GR motel listings](#) if you need them, and we suggest you select a motel that provides airport shuttles, because we pick up from the airport, train or bus station only. If you are traveling by bus or train, we will pick you up 45 minutes *before* the airport pick-up. If you are traveling by train, please note that the train station is only open when a train is coming through. We also offer rides to and from the ferry station in Ludington.

All Arrivals: We may change shuttle times to better accommodate the group that is on each shuttle. Meaning, if after **July 1st** everyone on a given day's 4:30 pick-up in GR arrives by 3pm, we'll plan that shuttle to leave at 3:30 rather than 4:30. So once you arrive in GR, please stay in the airport or call us on the Land (231-898-3702 is the on site staff-only number) before leaving the pick-up area – you might get to the land earlier than you thought!

ARRIVAL DATES	TIMES SHUTTLES LEAVE GRAND RAPIDS
July 22, 23, 30 August 1, 2; and any other <i>confirmed</i> crew dates	11:30am and 4:30pm
July 19, 28, 29	10am, 2pm and 4:30pm

Departures to Grand Rapids: Allow 3½ hours from the Land to your scheduled flight time. If you *have* to book an earlier morning return flight out you will need to depart the Land on the last shuttle the day before and overnight in GR. If you are traveling by bus or train, we will drop you off *after* we stop at the airport, approximately 4½ hours from the Land departure time. Please review the departure times and select the shuttle that best fits your travel schedule. Again, we may change shuttle times if it better accommodates all passengers. Please check in with Staff Services the day before you leave to confirm your shuttle time.

DEPARTURE DATES	TIMES SHUTTLES LEAVE THE LAND
August 10	Check with Staff Services for your departure time, but be sure your flight leaves after 11am
August 11 and 12	8am, 10am, 12:00pm and 3pm
August 13, 14, 15, 17, 18, 19 and any other <i>confirmed</i> crew dates	10am and 12:30pm

2015 STAFF SHUTTLE FORM

Name: _____

Crew: _____

Phone: _____

Email: _____

Arrival/Departure dates = Crew Dates

Arrival Date: _____ **Flight Arrival Time:** _____ **Shuttle Time:** _____

Please check pick-up in Grand Rapids: Air _____ Bus _____ Train _____ Ferry-Ludington _____

Carrier Name: _____ Flight #(s): _____

Originating from what city? _____ Connecting through: _____

Departure Date: _____ **Flight Departure Time:** _____ **Shuttle Time:** _____

Please check return to Grand Rapids: Air _____ Bus _____ Train _____ Ferry-Ludington _____

Carrier Name: _____ Flight #(s): _____

To what connecting city? _____ Final Destination: _____

Return This Form No Later Than July 1st To:

crew.festival@gmail.com

OR

PO Box 7430, Berkeley, CA 94707; phone 510-652-5441; fax 510-658-3501 (before May 24)

PO Box 22, Walhalla, MI 49458; phone 231-757-4766; fax 231-757-3414 (after May 24)

Once we receive this, we're all set. Travel safely and we'll see you soon!

If you miss the July 1st deadline to send in shuttle requests: If we have open seats on any of the shuttles we will compile a list of GR trips that still could take additional passengers after July 16 (this gives us the necessary time between July 1-16 to plan shuttles, vans, drivers and passenger lists). We cannot add shuttles to accommodate travelers who send their forms in late, but we will fill the shuttles that have room up to the legal limit of the vehicle. Send in your form and check back with Erin between July 16 and July 20 to see if you got in a van. **IMPORTANT:** We move to the Land in early July and have limited email after July 11th – please consider faxing after this date.