

INSTRUCTOR SUPPORT CHECKLIST

PERALTA / McKENZIE

CLASS: SANFORD, FL

Nov. 10-13, 2020 - SPANISH TSR

1. FLIGHT Information: **PERALTA - None Driving**

McKENZIE

Confirm # **WLUMN8**

DEP: 11/9 AUS SW#765 @ 2:35p - ARV MCO @ 6:00p

DEP: 11/13 MCO SW#214 @ 8:10a - ARV BWI @ 10:20a

connect w/ DEP: 11/13 BWI SW#765 @ 11:00a - ARV AUS @ 1:50p

2. HOTEL Information: **HILTON GARDEN INN - ORL N / LAKE MARY**

<-Ship Equipment Here!

Location: 705 Currency Circle
Lake Mary, FL 32746

Hotel Contact: Stephanie Diaram

stephanie.diaram@hilton.com

Phone: (407) 531-9900

PERALTA Confirmation #: **3121407005**

11/9 - 11/13 KING

McKENZIE Confirmation #: **3118745922**

11/9 - 11/13 KING

4. MEETING ROOM INFORMATION: **HILTON GARDEN INN - ORL N / LAKE MARY**

Nov 10-13

GARDENIA/MAGNOLIA Room

U-Shape, White Board, 7am to 6pm daily
Screen

5. Rent-A-Car Information: NATIONAL: **McKENZIE**

P/U: 11/9 @ 6pm

Confirmation #: **1421314811**

D/O: 11/13 @ 12:00p

Type/Size: Midsize - Hyundai Elantra or similar

6. TOWER Information: **TRS Wireless**

Location: 222 Hickman Dr.
Sanford, FL 32771

Twr Contact: **Jeff Rhea**

Phone: O (407) 423-8561 / M (407) 948-7850