Picking up Artists at the Airport (for domestic flights).

Artists may arrive at either Intercontinental (IAH) or Hobby (HOU) airport, depending on their flight. If arriving at IAH, please allow additional time since there are serious and disruptive works going on at the airport, especially for parking.

Alex or HGO will send you a contact number for your Artist.

Please contact them at least a couple of days before their flight and let them know that you will be picking them up. Give them your cell number.

<u>Tell them that due to the ongoing work at the airport you will wait in the cellphone lot.</u>

As soon as they get their bags, they should contact you by phone or text, exit the terminal through the "Exit To Private Cars" and wait for you on the sidewalk.

Give them a description of the make and color of your car so they can be on the lookout. A sign the window in large letters with their name or HGO will help them identify your car.

When they get in your car, please send an email to HGO at <u>rehearsal@hgo.org</u> and copy Alex at <u>adibagno2@hotmail.com</u>

If an email is not possible, please text Alex at 832-540-2405. Alex will relay the message to HGO.

Please drive your artists to the hotel.

It would be nice if you could give them a small welcome bag containing a bottle of water and a few salty and/or sweet snacks.

After you complete your mission, please record your time, mileage, tolls and expenses in Track-It-Forward. Activity: Concert of Arias. Artist Assistance Detail: Airport Trip.

Thank you so much for volunteering and please let me know if you have questions.

Alex adibagno2@hotmail.com 832-540-2405

PS: For artists arriving internationally, I will send you different instructions.