

Checklist for Visiting Groups Residing at Brooks-Howell

We look forward to hosting your event here at Brooks-Howell. Our community of residents and staff appreciates meeting visitors and sharing stories. We want to make sure that your time here is enjoyed by all and offers you the space and opportunity to learn, experience, and connect.

We hope this checklist will support you as you plan and organize your event. If you have any questions or if we can assist you in any way, please feel free to contact us at 828-253-6712.

- Reserving Accommodations:** Please contact Brooks-Howell with the following information. We suggest a 6-week notice at minimum.
 - Number of people attending event
 - Number of people that will be residing at Brooks-Howell
 - Whether people will be residing as roommates or individually
 - Any food allergies, disabilities, or other pertinent health/medical issue
 - The dates people will be arriving and departing, including dates of early arrivals or later departures than before or after the group arrives
 - Type of room you would like to use for the event (Activities Building, Chapel, Media Room)
 - The dates you would like to reserve that room

- Accommodation Changes:** If someone will not be attending, or if another person will be joining the group, please contact Brooks-Howell as soon as possible so that we can update the reservation calendar.

- Transportation:** Several forms of transportation serve the Asheville Airport: taxi, Uber, and the Asheville Regional Transportation bus line. Brooks-Howell will provide transportation to/from the airport for visitors staying at Brooks-Howell. Arrangements must be made in advance, and our vehicles cannot be in use for residents. We require a 2-week notice to reserve transportation, and transportation fees will be charged to the individual unless paid for by the organization. For each person, we will need:
 - Names of individual
 - Time of arrival and flight number
 - Time of departure and flight number
 - Cell phone contact number for the day of travel

We understand that flights may be delayed or canceled, and we will make every effort to meet the scheduling changes. We request that the individual contact Brooks-Howell with updated information so we can determine if a driver and transportation will be available.

- Contact Person:** We find it helpful to have one contact person who can serve as the central point of communication should changes need to be made by the group or Brooks-Howell. It is also helpful to have a contact person on stand-by (phone or in person) the day people are arriving for the event in case travel plans change or individuals have questions about scheduling, etc.