

ADVANCE TEAM

Pre Flight	BWI Arrival	Tour
1. Attend Crew Mtg.	1. Bring bags and coolers to airport	1. Each stop wheelchair unload and reload
2. Safety Bags on Plane		
2. Meet With DC Team	2. Contact Bus Driver for arrive time at BWI	At each stop, wipe chairs
3. Verify Drink and Snack Deliveries	3. Contact BWI Ground Crew	2. Verify wheelchair count each stop and advise bus leader
4. Insure Hotel has Coolers - Fill Ice	4. Obtain cooler and O2 from Ground Crew	3. Arrange lunch delivery Set up and serve
5. Meet w/ Hotel Staff finalize banquet, diet restrictions, breakfast	5. Load bags, coolers	4. Clean up after lunch, gather trash bags under bus
6. Obtain O2 Concentrators - Place in Room	6. Affix bus signs on bus door/window	5. Obtain Sunday boarding passes at airport, Adv 1,2
7. Take Bus Signs, Pins and Stars	7. Put safety bags in back of bus, plus O2	6. Advance 3 supervise unload of wheelchairs, bags, etc at hotel
	8. Lift aisle seat arms, make sure AC is on, and wipe seats, rails	7. Clean and store coolers
	9 Greet Flight and load wheelchairs/count	

Saturday Hotel	Sunday Hotel	BWI Departure	ROC Arrival
1. Two advance to Airport to get boarding passes	1. Issue boarding passes	1. Supervise wheelchairs and bus bags thru TSA	1. De-plane First Help Southwest get wheelchairs on jetway
2. Clean coolers, place in storage	2. Hang bus signs for luggage staging	2. Stage veterans at gate	2. Welcome Home Ceremony
3. Water from coolers to Wegman's bags	3. Obtain Arby's lunch, load on bus	3. Supervise issue of lunch and water	3. Bring Bus bags to exit
	4. Supervise bus loading wheelchairs, bags, etc.	4. Gate check safety and bus bags	4. Give any feedback to Mission leader
	5. First bus to airport to supervise unload of wheelchairs, bags, etc.	5. Insure all wheelchairs on board	
	6. Count Wheelchairs	6. Last to board	