



Sunday Departure – Advisor Instruction Sheet

There is a very limited amount of space available for buses to load at the Amway Grand Plaza Hotel. Please follow these guidelines to ensure that schools are able to load/depart in a timely manner.

***IMPORTANT:** All buses MUST report to the **Bus Staging Area (parking lot located at Market Ave./Fulton St.)** upon arrival into Grand Rapids. Buses are not allowed to go directly to the hotels or to park on Monroe Ave., Pearl St. or Campau St. Please do not direct your bus to go to the Amway Grand Plaza Hotel or Courtyard by Marriott. Bus drivers will be instructed to report to and stage their bus in the Bus Staging Area until the Transportation Coordinator calls them and informs them that your school is ready to pre-load or load.

Bus Staging Area: 53 Market Ave. SW, Grand Rapids, MI 49503
Look for Bus Staging Signs!

SCHOOLS THAT WANT TO PRE-LOAD LUGGAGE ON BUS BEFORE CEREMONY ON SUNDAY MORNING:

When your school has all students accounted for and all luggage ready to load, YOU (the advisor) will need to report to your hotel Transportation Coordinator (desk located near the luggage holding room). The Transportation Coordinator will call the Bus Staging Area and connect with your bus driver to tell him/her to drive your bus down to the hotel so your students can pre-load their luggage. Your bus driver will be issued a PRE-LOADING pass to grant the bus access to pre-load. Once the students are finished pre-loading their luggage, your bus will be directed to stage at DeVos Place on Monroe Ave.

Upon conclusion of the ceremony, YOU (the advisor) will **NOT** return with your students to the hotel. Instead, you will report with your students to the Monroe Ave. exit/entrance of DeVos Place. Once your students are finished loading the bus, your bus will depart from Grand Rapids.

- Indicate your departure plan on the attached form and return by Friday, March 31, 2017
- Pre-loaded buses will be instructed to pick-up students in the bus drop-off lane in front of DeVos Place, located on Monroe Ave.
- Students will board pre-loaded buses at DeVos Place
- Pre-loaded buses will not be allowed to load students on Lyon Square

LOADING FROM AMWAY GRAND PLAZA HOTEL (SCHOOLS THAT CHOOSE NOT TO PRE-LOAD LUGGAGE):

Please have your students bring their luggage down to the luggage “holding rooms” in the Amway Grand Plaza Hotel before the ceremony. Upon conclusion of the ceremony, YOU (the advisor) will return with your students to the Amway Grand Plaza Hotel. When your school has all students accounted for and all luggage ready to load, YOU (the advisor) will need to report to the hotel Transportation Coordinator (desk located near the luggage holding room). The Transportation

Coordinator will call the Bus Staging Area and connect with your bus driver to tell him/her to drive your bus down to the Amway Grand Plaza Hotel so your students can load. Your bus driver will be issued a LYON SQUARE LOADING pass to grant the bus access to Lyon Square. Once the students are finished loading the bus, your bus will depart from Grand Rapids.

- Indicate your departure plan on the attached form and return by Friday, March 31, 2017
- Do not check in with the hotel Transportation Coordinator until ALL your students are ready to board.
- Buses will not be allowed to wait on Lyon St. (between DeVos Place and the Amway Grand Plaza Hotel)
- Please note that buses will be called to load in the order that the advisors check in with the Transportation Coordinator. However, do not check in with the Transportation Coordinator until ALL your students are accounted for and each student has his/her luggage. Buses will be sent back to the Bus Staging Area if your school is not ready to load after your bus has been called.
- Students will board buses on Lyon St. (between DeVos Place and the Amway Grand Plaza Hotel)
- See Sunday Departure – Bus Driver Instructions for bus staging directions. This is where the bus drivers will be able to wait. Please pass these directions onto your bus driver. Drivers that do not have these instructions will be directed to the Bus Staging Area when they arrive in Grand Rapids.

LOADING FROM COURTYARD BY MARRIOTT (SCHOOLS THAT CHOOSE NOT TO PRE-LOAD LUGGAGE):

Please have your students bring their luggage down to the luggage “holding area” in the Courtyard by Marriott before the ceremony. You will receive the luggage area room location upon check in. Upon conclusion of the ceremony, YOU (the advisor) will return with your students to the Courtyard by Marriott. When your school has all students accounted for and all luggage ready to load, YOU (the advisor) will need to report to the Courtyard by Marriott front desk in the hotel lobby. The Front Desk agent will call the Bus Staging Area and connect with your bus driver to tell him/her to drive your bus down to the Courtyard by Marriott so your students can load. Your bus driver will be issued a COURTYARD LOADING pass to grant the bus access to the Courtyard by Marriott. Once the students are finished loading the bus, your bus will depart from Grand Rapids.

- Indicate your departure plan on the attached form and return by Friday, March 31, 2017
- Do not check in with the hotel Front Desk agent until ALL your students are ready to board.
- Buses will not be allowed to wait in front of the Courtyard by Marriott
- Please note that buses will be called to load in the order that the advisors check in with the hotel Front Desk Agent. However, do not check in with the hotel Front Desk agent until ALL your students are accounted for and each student has his/her luggage. Buses will be sent back to the Bus Staging Area if your school is not ready to load after your bus has been called.
- Students will board buses in front of the Courtyard by Marriott. Students should exit the Courtyard by Marriott using the front entrance/exit when the group is ready to load.
- See Sunday Departure – Bus Driver Instructions for bus staging directions. This is where the bus drivers will be able to wait. Please pass these directions onto your bus driver. Drivers that do not have these instructions will be directed to the Bus Staging Area when they arrive in Grand Rapids.



Sunday Departure Plans

In an effort to facilitate departure on Sunday, we need school advisors to provide their departure plans in advance of their arrival into Grand Rapids. This information will help us stage buses more efficiently so your bus will be able to pick you up more quickly. It will also help us plan the baggage holding room so your group will be able to more easily collect your belongings. Submit your completed Departure Form to Andie Newcomer **no later than Friday, March 31, 2017** to anewcomer@experiencegr.com or fax your form to 616-459-7291.

School Name:	
Advisor Name:	
Advisor Cell Phone:	
Bus Driver Name:	
Bus Drive Cell Phone:	

- We plan to PRE-LOAD our bus before the Awards Ceremony and to depart as soon as the ceremony concludes outside of [DeVos Place](#) on Monroe Ave.
- We plan to place our baggage in the holding room and to load and depart at the conclusion of the ceremony at the [Amway Grand Plaza Hotel](#).
- We plan to place our baggage in the holding area and to load and depart at the conclusion of the ceremony at the [Courtyard by Marriott](#).

****Return form no later than Friday, March 31, 2017 to Andie Newcomer.

Email form to anewcomer@experiencegr.com

Fax form to 616-459-7291