

## **Cabin Check-in/ Check-Out Procedures**

### **Check-In**

- 1. For cabin reservations contact Bill Walter via e-mail [billwalter@embarqmail.com](mailto:billwalter@embarqmail.com) (or the designated Match Director) at least three days before the event.**
- 2. The Match Director will request the number of cabins needed two days before the event.**
- 3. If you advise the Match Director of arrival the evening prior to the match, the Match Director will send an e-mail to you advising you where to pick up your key upon arrival**
- 4. Please pay for your cabin during match registration.**

### **Check-Out**

- 1. You may check out of your cabin anytime during the day.**
- 2. Make sure all equipment is removed from the cabin, turn off air conditioner/heater and lights.**
- 3. Return your key to the Match Director....That's it!**