

# HIS MANSION MINISTRIES

## WORKGROUP VISIT DETAILS

### BASIC INFO

Workgroup Affiliation: \_\_\_\_\_ Dates: \_\_\_\_\_

Leader Name: \_\_\_\_\_

### TRAVEL DETAILS

**Arrival Date:** \_\_\_\_\_ **Estimated Time of Arrival:** \_\_\_\_\_

*Please indicate how you are getting to His Mansion Ministries:*

- We will be driving to HMM in a personal/church vehicle.
- We will be flying, renting a car, and driving to HMM.
- We will be flying/taking a train and need to be picked up by a HMM employee\* at
  - \_\_\_\_\_ Manchester (MHT) Airport
  - \_\_\_\_\_ Concord Bus Station

**\* Please note a fee of \$100 applies for HMM pick-ups and/or drop-offs.**

*Please share your applicable travel details:*

Vehicle Travel      Date and time of departure: \_\_\_\_\_

Air Travel      Airline/Flight Number: \_\_\_\_\_

Flight Arrival Time: \_\_\_\_\_

Train/Bus Travel      Train/Bus Number: \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Estimated Time to Leave HMM:** \_\_\_\_\_

*Please indicate how you are leaving His Mansion Ministries:*

- We will be driving home in a personal/church vehicle.
- We will be driving our rental car to the airport/bus station.
- We need a HMM employee\* to drive us to
  - \_\_\_\_\_ Manchester (MHT) Airport
  - \_\_\_\_\_ Concord Bus Station

**\* Please note a fee of \$100 applies for HMM pick-ups and/or drop-offs.**

*Please share your applicable travel details:*

Vehicle Travel      Date and time of departure: \_\_\_\_\_

Air Travel      Airline/Flight Number: \_\_\_\_\_

Flight Departure Time: \_\_\_\_\_

Train/Bus Travel      Train/Bus Number: \_\_\_\_\_

## FREE DAY

If your group would like, the Thursday of your visit (if applicable) is available as a “free day” for you to plan a group activity off HMM property. Workgroups are responsible for their own transportation for “free days.”

YES, we would like to use Thursday as our Free Day.       NO, we will pass on a Free Day.

Free Day Activity: \_\_\_\_\_

We will leave HMM at: \_\_\_\_\_

We will return to HMM at: \_\_\_\_\_

We would like to skip these meals: \_\_\_\_\_

(BREAKFAST: 7:45 AM, LUNCH: 12:30 PM, DINNER: 5:30 PM)

## SPECIAL NEEDS AND REQUESTS

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