

— DEPARTURE OF GUEST —

Someone on the Committee should be assigned to CHECK YOUR GUEST OUT OF THE HOTEL. By doing this, you will double-check that the bill is charged to the Lodge.

Provide transportation for the guest party and its luggage with someone designated to move all luggage at the transfer points to relieve your guests of this chore and make their visit as strain free as possible. As was done when the guests arrived, comply with any regulations relating to the presence of the luggage owner and proof of identity but still do all the actual labor of lifting or carrying the luggage until it has been finally delivered into the care of those responsible for its forwarding.

Be sure that a group of the Committee is on hand to see your guest off at the hotel or at the airport.

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