

Sky Soaring Day Member Reservations Sheet

Process Description:

1. The person managing the answering machine should return Day Member and Soaring Adventure of America calls and enter flight reservations on this form.
2. Use one half hour slot for one glider ride.
3. Take ride reservations for Sunday only.
4. Some of the Soaring Adventure of America flight certificates entitle the holder to two glider rides. If so, allocate two half-hour time slots per gift certificate holder. (Both rides must be used on the same day). Refer to the Soaring Adventure of America flight redemption policy document instructions. See the file box on the flight table or refer to the members section website.
5. On Friday, take the final messages off the answering machine and finalize the schedule.
6. On Friday, using e-mail, send the schedule document to members@skysoaring.com.
7. The crew chief (GSO) should print a hard-copy of the schedule before going to the field on Sunday and keep the schedule on the clipboard of the flight table.
8. If unannounced day members show up at the field during the day (walk-on's) they should be scheduled as time allows using the schedule form.

Sunday - Date: _____

TIME	Reservation Type SAM or DM	Day Member Name and telephone number
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		
5:00		