



Summer 2024 Travel to Stagedoor Info and Protocols



We hope that you enjoy your journey to Stagedoor Manor this summer. This year staff will be arriving on a staggered schedule. Because staff arrives on several different dates, *please read through this information document very carefully* to see which set of travel instructions applies to you. * **Arrival Schedule on Page 2.**

Feel free to call the numbers listed below at **ANY** time and for **ANY** reason...no matter how small it may seem. If you are traveling internationally, be sure to carry **American currency** with you for the bus and taxis. It is very difficult to exchange your currency for American currency. Also, remember to ask for and keep receipts for all your US travel so we may reimburse you if you are not using one of our Staff charters.

TO ALL STAFF

*ALL staff need to plan to arrive on the **start day listed in their contract (June 1 / June 3 / June 5 / June 8 / June 12)** depending on your position. These are the only days we will be set-up for staff onboarding and have meals planned accordingly. If you feel you have a significant need to arrive on any other day you must email Chris directly (don't tell someone else and expect them to tell Chris).*

IF YOU ARE DRIVING TO STAGEDOOR

If you are driving, you may park your car in the staff parking lot. Once you've done that, come to the main office (in the main building) and *be sure to check in with Chris*. All staff who plan on driving to Stagedoor need to plan their trip so that they **arrive in Loch Sheldrake after 10:00 am and before 5:00 pm on their arrival date or the specified time listed in your contract. Please review your contract.**

Address for GPS:

**15 Stagedoor Drive
Loch Sheldrake, NY 12759**

A Word of Caution When Traveling

Beware of "friendly strangers" who eagerly offer to carry or "watch" your luggage or "show" where to go. All airport and Port Authority employees wear uniforms. Also, remember to never leave your things unattended.

CONTACT PHONE NUMBERS:

Stagedoor (after May 30th): 1-845-434-4290
Chris Armbrister (mobile): 1-818-207-5044 (*call or text*)
(+001 if calling from outside the USA)
staff@stagedoormanor.com

NEW YORK CITY TO STAGEDOOR

For those staff that are flying into NYC or who live in the greater NYC area and want to take the staff bus:

ARRIVING SATURDAY, JUNE 1, 2024

Pre-Camp and Support Staff

There will be a charter bus that will pick you up at Holy Cross Church at 329 W. 42nd St. (42nd St. between 8th & 9th Ave.) and bring you directly to Stagedoor. **This bus will pick-up at 4 PM. PLEASE CONFIRM YOUR PLAN TO BE ON THIS BUS BY MAY 29, 2024...via staff@stagedoormanor.com**

ARRIVING WEDNESDAY, JUNE 5, 2024

Tech Staff

There will be a charter bus that will pick you up at Holy Cross Church at 329 W. 42nd St. (42nd St. between 8th & 9th Ave.) and bring you directly to Stagedoor. **This bus will pick-up at 4 PM. PLEASE CONFIRM YOUR PLAN TO BE ON THIS BUS BY JUNE 1, 2024...via staff@stagedoormanor.com**

ARRIVING SATURDAY, JUNE 8, 2024

Counselors

There will be a charter bus that will pick you up at Holy Cross Church at 329 W. 42nd St. (42nd St. between 8th & 9th Ave.) and bring you directly to Stagedoor. **This bus will pick-up via at 4 PM. PLEASE CONFIRM YOUR PLAN TO BE ON THIS BUS BY JUNE 5, 2024...via staff@stagedoormanor.com**

ARRIVING WEDNESDAY, JUNE 12, 2024

Artistic Staff

There will be a charter bus that will pick you up at Holy Cross Church at 329 W. 42nd St. (42nd St. between 8th & 9th Ave.) and bring you directly to Stagedoor. **This bus will pick-up at 4 PM. YOU MUST ARRIVE PRIOR TO 3:30 PM. PLEASE CONFIRM YOUR PLAN TO BE ON THIS BUS BY JUNE 9, 2024...via staff@stagedoormanor.com**

ARRIVING JULY 7 (SESSION 2), JULY 28 (SESSION 3) or DAYS NOT LISTED FOR CHARTER BUS

There will **NOT** be a charter bus that will be picking staff up for those working **Session 2, Session 3 OR June 3, 2024 - Tech Team Lead Arrival, June 6, 2024** . If you are not driving, you will need to make your way via the Shortline Bus to Monticello. From there, you will need to arrange for a taxi to bring you directly to Stagedoor as we cannot guarantee we will have staff member to pick you up so it's best to just arrange for a taxi. **For Session 2 and 3, you should plan to arrive no later that 12:00 PM** on those respective dates. **PLEASE CONFIRM YOUR TRAVEL PLANS ONCE YOU HAVE SECURED THEM FOR ANY OF THOSE DATES LISTED...via staff@stagedoormanor.com**

THE END OF SUMMER

At the end of summer, there **WILL BE** a charter bus that will be picking staff up directly from Stagedoor Manor and dropping them off at Port Authority. We will have a charter bus on both departure days depending on your contract: **August 19, 2024 and August 20, 2024**. You should plan for your flights to leave either later in the evening or the following day as we can never guarantee what the travel times will be to NYC with traffic. Charter bus usually leaves early afternoon those days.

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staff@stagedoormanor.com