

KOSER Jewelers \$100,000 Tennis Challenge
August 8 - 14, 2022

Front Desk Responsibilities

Booking Practice Courts

- Players will receive “Pro Circuit” membership designation
- We will be in charge of scheduling practice courts for players for the duration of the tournament.
 - It is of the utmost importance that you pay close attention to what you are doing and confirm the details with the players at the time of their reservation (time, day, time, court and location).
 - Practice time is extremely important to the players and their coaches. They **will not** be happy and **will not be nice about it** if they are not able to practice because of a mess up on our part.
 - **Confirm their email so there is less likelihood of a mistake.**
 - They receive confirmation of court reservation.
 - We are also booking three courts at Amos Herr Park.
 - Under “services” → “facility” → “offsite”
 - Amos Herr Court 1, 2 and 3 on far right\
 - Monday-Thursday, 9:00am - 1:00pm

Transportation

- Pickup, dropoff from airport/train station
- To and from the hotel (official tournament hotels: Hampton Inn and Holiday Inn)
- Transportation to/from Amos Herr Park
- We call Jay to notify him of the need for transportation from their arrival place

Player Lounge

- Located across the street in “Mick’s” at Blue Collar
 - Monday and Tuesday: 8:00am - 4:00pm
 - Wednesday through Friday: 8:00am - 5:30pm
 - Saturday: 9:00am - 4:00pm
 - Sunday: 9:00am - 3:00pm
- This will be where they will find their daily meals

Tournament Desk

- Located at Andrea’s Treehouse at outdoor tennis courts
 - Extension 201
 - Staffed 8:00am - 4:00pm Sunday through Saturday