

Guest Group Checklist

Within One Month

- Contract Returned
- Deposit Returned

One Month Prior

- Indemnity Form Received (CBE Schools exempt)
- Programming Needs Clarified
- Confirmation of arrival/departure & meals

Two Weeks Out

- Expected Final Numbers
- Expected Special Diets / Allergies Received
- Schedule Received
- Programming Times Confirmed
- Additional Needs Confirmed (Tables, A/V, Data Projector)
- If staying in Cabins, confirm number of Cabins needed

One Week Out

- Final Numbers Confirmed
- Additional Special Diets / Allergies Confirmed

Upon Arrival

- Guest List Received
- Waiver Forms handed in before Activities (CBE Schools exempt)