

Guest Group Checklist

Within Two Weeks After Receiving Contract

- Contract Returned – page 2 signed
- Deposit Paid

One Month Prior

- Copy of Insurance Received (CBE and CSSD Schools exempt)
- Copy of CBE Form submitted for signature (CBE schools only)
- Potential Itinerary Received
- RECA staff-led activities requested
- Confirmation of arrival/departure & meals
- Anticipated Numbers Submitted

Two Weeks Ahead

- Final Numbers Received
- Final Special Diets Received
- Final Itinerary Received
- Activity Schedule completed by RECA
- Additional Needs Confirmed (Tables, A/V, Projector)
- If staying in Cabins, confirm number of Cabins needed and which ones
- Clinic Spaces – if required – include instrument and # of chairs needed
- Movie Titles submitted (in compliance with license agreement) – if showing a movie

For schools only:

- Confirm booking date and deposit instructions for next year.

One Week Ahead

- Any small changes to any of the above. This is the final number that will be invoiced (unless it goes higher.)

Upon Arrival

- Waiver Forms handed in before Activities (CBE and CSSD Schools exempt)