

Group Checklist 2017-2018 Season

Prior to arrival:

- Numbers must be confirmed 2 weeks prior to arrival.
- Balance due in full 2 weeks prior to arrival.
- Waivers must be signed and dated for **the event day**.
- Parents/ guardians** must sign waiver for minors, not group leaders.
- Have rental forms filled out.
- Consolidate the waivers. People taking lessons will get their equipment first & start their lessons as soon as possible.

Upon Arrival:

- Have only the group leader enter the upstairs of the lodge to check in at the front desk.
- The group leader will hand in all paperwork, pay remaining balance if applicable, receive lift tickets, schedule lessons if applicable, and arrange lunch and departure time. Prepare the paperwork packet as follows: Final check made out to Mt. Crescent Ski Area on top with invoice (if applicable) next; Waivers.
- If by bus: While the leader is checking in at the lodge, the group will remain on the bus until the leader returns to the bus and passes out all lift tickets and informs group of all pertaining procedures. The group leader will send groups of 20 people into the downstairs of the lodge at a time with their rental forms to get rental equipment. Participants taking lessons should be the first sent into the downstairs of the lodge.
- If by car: Group members should be directed to the lodge main upper entrance and wait in the dining area of the lodge for group leader to return and hand out all lift tickets, and give direction on procedures.

Upon Departure:

- Everyone in the group must return rental equipment to the rental shop.
- Drive safely home!

THE FOLLOWING INFORMATION MUST BE CONFIRMED 2 WEEKS PRIOR TO ARRIVAL

*RATES FOR NUMBERS GIVEN WITHIN THE 2 WEEK TIME PERIOD CAN NOT BE GUARANTEED.

Arrival Time: _____	Departure Time: _____	Transportation Car () Bus ()
# of Skiers _____	# of Snowboarders _____	# PPL under 13 yrs. _____
# of Skier Rentals _____	# of Snowboard Rentals _____	# of Helmets _____
# of Add On Tubers _____	# of Add on Sleds _____	# of Add on Zip Lining _____
# of Kids Meals _____	Time of Meal _____	# of Smores Packages _____
Fireside Dinning Option	_____	# of PPL _____
Tax Exemption ID	_____	

*It is important for us to have a firm arrival time and lunch time for your group. Groups are required to eat lunch before noon on the weekends. Because other groups may book on your outing day, and with the regular business of the general public, we will need to stagger groups to avoid long lines and crowding. Your lunch will be ready for serving at the designated time.