



Group Organizer's Kit

A Simple Guide to Trip Planning

Five Useful Tips

Over the years we have learned a lot about trip planning. Here are a few helpful suggestions to ensure everything runs smoothly.

- 1. Plan ahead...Get the crew together early, decide on a date and call TOLL FREE 1-800-765-RAFT (7238) to check availability.**
- 2. Get the Ball Rolling...Have everyone in the party tell their friends and start to collect deposits from group members (\$50 per person).**
- 3. Write a Payment Schedule...Make everyone aware of it, and stick to it (use the trip record on the back of this page if you wish). Beware...it is common for a group organizer, or their party, to get stuck with paying for someone else's trip even though they did not show. We have a strict payment policy that we rigidly adhere to. People who "don't have the money now, but are definitely going" or "will get it to you in a week", should not be included in your reservation. It is far easier to add someone to your party later**

- than to take him/her off a week before the trip (assuming we have availability)**
- 4. Hold a Pre-Trip Meeting...And/or distribute important information to everyone in the party. Make sure everyone knows which Resort Center they are going to, which adventure package they have booked, what is included, check-in and arrival times, and what items to bring. We will be pleased to send additional Getaway Guides for everyone in your party, which capture the fun and excitement of all our activities and outline the lodging options.**
- 5. Arrive First...Try to ensure that you, as the group leader, arrive with the first members of your party to organize accommodation assignments, security deposits, and take care of any questions that may arise. If this is not possible, please appoint a deputy to take care of these details in your absence and be sure to go over everything carefully with them.**

Remember...Group leaders who organize a party of 15 or more paying guests raft for FREE! Includes a FREE 8x12 photo and a Sugarloaf Ski pass also!

Important Organizer Information

- 1. For your convenience, we accept advance payments by VISA, MasterCard, check or money order.**
- 2. Personal checks are not accepted upon arrival for last minute reservations. Please bring a certified check, money order, VISA, MasterCard or cash.**
- 3. We deal solely with the group organizer regarding all aspects of each reservation. Please do not have the individual members of your group call to make changes or**

payments. It is the group leader's responsibility to inform each member about all the details and payment policies related to the trip.

- 4. An initial deposit of \$50 per person is required at the time of making a reservation, \$25 of which is non refundable. Payment in full is due 30 days prior to your date of arrival.**
- 5. Please have members of your party pay you directly, and then submit one single payment to us.**
- 6. Within several days of making a reservation with us, you will**

receive a confirmation letter by mail or email. On the top of this letter you will find your confirmation number. Please refer to this number in all correspondence with us. The letter will contain a complete outline of your reservation. Please read it carefully. If there are any mistakes or misunderstandings, you must contact us immediately as it may be difficult to correct any problems at a later date.

Trip Record

Deposit amount is \$50 per person due at the time of booking

Reservationist _____ Confirmation # _____ Trip Date _____ Activity/River _____

Name _____	Total owed \$ _____	Deposit Paid _____	Final Paid _____
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