



# Group Organizer Kit

## Simple Guide to Trip Planning

This guide is here to help you and your party prepare for your River and Trail Adventure.

Please read this packet and use it to help organize your group.  
If you have any questions, contact our office we are here to help!

**Plan Ahead:** Get your group together ASAP, decide on a date and call us at 888-i-go-play to set up a reservation.

- Choose a trip
- Check Available Dates
- Get initial count of participants
- Make a reservation
- Use our Resources Page to find area attractions, food, lodging

**Get the Ball Rolling:** Collect money from everyone who decides to join the party. It is easiest to collect payment in full up front. Let people know that the reservation becomes non-refundable within 7 days of the trip date.

- Use our Organizer to help keep track of your group by listing names and money collected.
  - Our deposit/payment policy for groups is as follows:
    - Reserving 30+ days in advance:**  
50% down within two weeks of making the reservation  
Full payment seven days before trip
    - Reserving less than 30 days in advance:**  
50% down ASAP  
Full payment seven days before trip
- \*Let us know if you have any special needs with the payment policy.

## Important Tips:

- Communicate big changes (increase OR decrease) in numbers to our office as soon as you know them. This helps us to staff your trip.
- Make sure your final counts are in on-time, for most groups, 7 days before the trip. If you'd like to add people to your trip, give us a call, we can often do it at up to the day before.
- Make sure we know about any special needs, medical or otherwise before the trip.
- We do have vegetarian meal options available with notice.
- Download waivers for youth groups, school groups or other large groups with minors. Have them signed by parents/guardians and bring them the day of the trip (do not mail ahead).

- ❑ Know the refund policy for groups:

No refund with less than three weeks notice for entire group cancellation. With three weeks notice, River and Trail keeps 5% for administrative costs. Numbers may be fine tuned without penalty up until seven days prior to the trip.

- ❑ If you are coming in a bus (coach or schoolbus), please let your reservationist know.

**Hold a Pre-Trip Meeting:** Everyone ready for fun!

- ❑ Get final head count
- ❑ Copy Maps and directions for all members
- ❑ Make sure everyone knows: which outfitter, which group, what trip and what time they need to check in. Also make sure they know what to wear & bring appropriate to the season.
- ❑ We recommend car-pooling as space is limited!
- ❑ Prepare for FUN!