

GROUP LEADER'S CHECK LIST
2006 SEASON RATES

- CALL RIVER RUNNERS' RETREAT ON THE NANTAHALA, Inc. and reserve a date, time, and approximate number of rafters. Deposit due in 7 days.
- Set a deadline for sign-ups.
- Collect full amount of money from everyone who signed up.
- Send a 50% deposit to River Runners'.
- More than 30 days prior to trip, check with everyone who signed up, and call River Runners' Retreat if you have cancellations for a full refund.
- More than 10 days prior to trip, check with everyone again, and call River Runners' Retreat if you have cancellations for a 50% refund.
- 10 days prior to trip, send balance of payment to River Runners' Retreat
- Anytime prior to date, call in additional reservations and send deposit for add-ons.
- Have everyone sign the liability waiver before they come.
- Let everyone know the cost of the photos. Decide if your group would like to have a video made, and notify us before hand.

TIPS:

- * Have people pay in full when they sign up. Don't make a reservation for anyone who doesn't give you money.
- * Make everyone aware of deadlines for cancellations.
- * Call us if even 1 person wants to cancel.
- * If deadline has passed to receive a refund, they should find someone else to take their reservation. If they have already paid, they are less likely to cancel, or more likely to find a replacement. This should not be the group leader's problem.
- * If possible, plan your trip on a day other than Saturday. The river is usually flowing better during the week and is less crowded.