



# Getting Started Check list

(Complete this step by step checklist and your vacation or outing will be smooth paddling from beginning to end)

1.  **PLANNING PARTY:** Get in touch with friends, family, fellow employees or whoever makes up a great group. Let everyone know your planning an outing at Huzzah Valley Resort. Occasionally groups schedule a planning party so the fun starts right at the beginning. Plus, a group feeling may be attained on some major issues. Such as approximately how many, when, interests, etc.
2.  **CHOOSE A DATE:** What's the best date for the majority of your group? Choose an alternate or rain date in mind. For your information, waterways are like highways and are less crowded in the spring and fall, just as they are less crowded on weekdays than on weekends.  
Arrival Date: \_\_\_\_\_  
Departure Date: \_\_\_\_\_
3.  **FOCUS ON FUN:** Let your group voice their opinion on what activities that they want to participate in. If there is not a package designed to accommodate your group, call us, we have performed miracles.
  - a. Camping \_\_\_\_\_ Lodging \_\_\_\_\_
  - b. Canoes \_\_\_\_\_ Rafts \_\_\_\_\_  
Kayaks \_\_\_\_\_ Tubes \_\_\_\_\_  
Misc. \_\_\_\_\_
  - c. Porksteak \_\_\_\_\_ Chicken \_\_\_\_\_  
Hamb/brat \_\_\_\_\_ Sirloin \_\_\_\_\_  
Hog Roast \_\_\_\_\_ Breakfast \_\_\_\_\_
  - d. Horseback riding? Yes \_\_\_\_\_ No \_\_\_\_\_
  - e. What Float Trip? \_\_\_\_\_
  - f. Misc. \_\_\_\_\_
4.  **CALL HUZZAH VALLEY (1-800-367-4516)** Now that you have some information call us to get your reservation started. Please note, we understand that plans change and we can almost always accommodate your changes but please notify us of any changes as soon as possible. If any cancellations or changes need to be made please inform us by 9:00 p.m. (10 ) TEN full days in advance to receive a refund minus a \$10.00 service charge.  
Take note of who you talked to!  
Made reservation on \_\_\_\_\_ Talked to \_\_\_\_\_  
Package rates quoted \_\_\_\_\_

5.  **GROUP ORGANIZER SHEETS:** Keep notes and a signup sheet of what's going on with the group; who's going, who wants what, who has paid what and what they owe. Check each sub-step after each has been completed.
  - a. \_\_\_\_\_ Collect the reservation information and deposits from those going. Keep in mind that we do require the full 100% deposit within 14 days of making the reservation, but at least 10 working days prior to date of arrival.
  - b. \_\_\_\_\_ River Trip Release Form: Everyone must read and sign the release. Those under the age of 18 must have the release signed by a legal guardian giving their approval.
  - c. \_\_\_\_\_ Camping/Lodging Registration Sheet: Those staying overnight have an added sheet that needs to be filled out by the driver of each vehicle. Basic, but pertinent information will be needed to be filled out such as; arrival, departure, how many and names of people in each vehicle, vehicle information, etc... These forms need to be filled out last and sent to our resort at least a week in advance to avoid hassles at check-in.
  
6.  **COLLECTING DEPOSITS:** 100% prepayment is required within 14 days of making reservations, but at least 10 working days prior to date of arrival. In addition, we have learned that it is easier to round off amounts to the next higher amount. This avoids coin hassles; and, if per person fees change in response to changing plans (i.e. if your number drops below a specific group discount amount) the leader doesn't have to go back and collect as much. Plus if you find too much money in your collective pot, the extra can be used to purchase a souvenir for the leader or the group.
 

1<sup>st</sup> installment sent \_\_\_\_\_ Received confirmation \_\_\_\_\_

2<sup>nd</sup> installment sent \_\_\_\_\_ Received confirmation \_\_\_\_\_
  
7.  **CONFIRMATION CALL:** Call Huzzah Valley Resort to confirm reservation information and to convey to us that a deposit has been sent by personal Check, money order, or by Mastercard, Visa, Discover, Amex.
  
8.  **DETERMINE A MEETING PLACE AND TIME:** Establish a launching time for your outing. If everyone cannot leave at the same time then make sure everyone has a detailed map.
  
9.  **BRING SUITABLE CLOTHING:** Be armed with our swimming suit or shorts with river shoes or old sneakers and sunscreen for those hot days. It is always wise to bring a poncho or rain protection, a towel and a complete change of clothing for a comfortable ride home.

**10. BE READY TO HAVE FUN!!!!!!!!!!!!!!**

The staff at Huzzah Valley Resort wish you a safe and enjoyable trip!