

Checklist of information needed for your visit

When?	What?	Sent?
Right Away	Complete and return to us the Activity Planner	
4 Weeks before your visit	Send us the Final Number of people in your group	
4 Weeks before your visit	Complete and return to us the Accommodation Planner	
4 Weeks before your visit	Inform us of any group members who have Special Dietary Requirements	
4 Weeks before your visit	Send us a list of names organized into Activity Groups	
On Arrival	Have a copy of the Parental Consent Forms ready to hand in	
On Arrival	Have the Group Leaders Responsibilities Form ready to hand in.	