

GROUP LEADER CHECKLIST

Advance Reservations Required

(303) 440-8700 ext. #256

E-MAIL: groupsales@eldora.com FAX: (303) 440-8797

PRIOR TO TRIP

- ❑ Call Eldora Group Sales Office to reserve your date as soon as possible (303) 440-8700 ext. #256 Boulder/Denver Direct.
- ❑ Send in your \$100 *non-refundable* deposit to reserve your slot. *We reserve the right to keep the deposit if your group cancels their trip within 24 hours of the scheduled date.*
- ❑ If planning an overnight trip, you may contact desired hotel for reservations
- ❑ Use the enclosed "Ticket Order Form" & "Rental Reservation / Lesson Reservation Form" to order tickets, reserve equipment, and request lessons at least **7 days prior to your arrival.**
- ❑ Collect all the money due by your group before you arrive at Eldora.
- ❑ If your group is renting skis or snowboards, make sure height, weight, shoe size and ability level are filled out on the "Rental Reservation Form" and return to us at least **7 days prior to your arrival.**
- ❑ Full Payment is due the morning of your arrival. Only "one" check, Visa, Master Card or cash for the total amount will be accepted as payment at the Group Sales Office when you arrive. **Eldora does not invoice.**
- ❑ **Please have separate checks made payable to Eldora and to your lodging facility.**
- ❑ What to Wear: Long underwear, turtleneck, sweater, snowpants, jacket, extra socks, hat, sunglasses or goggles, gloves & sunscreen. **** Sunglasses or goggles are required for anyone taking a lesson.**

DAY OF TRIP

- ❑ When you arrive, the Group Leader must check in at the Group Sales Office.
- ❑ Inform Group Sales Staff immediately upon arrival of any changes. **** Changes made to lessons or rental reservations are not guaranteed.**
- ❑ Make any changes on your copy of the "Ticket Order Form" & "Rental Reservation / Lesson Reservation Form" before you arrive at the resort.
- ❑ Pick up and pay for tickets at the Group Sales Office. One check, one credit card or cash only, please. **Eldora does not invoice.**
- ❑ Distribute tickets to your group and proceed to the Group Rental Shop as a group, and have a great day.
- ❑ Plan to arrive at Eldora **at least** two hours before the 9:45am ski school meeting time.