



How to book your event

Step 1 Booking your camp with the Guest Group Communicator

- Discuss your camp requirements with Guest Group Communicator. Establish dates, costs and add-ons together.
- The Guest Group Communicator will prepare a contract and summary outlining the above and forward it for approval.

Step 2 Return contract and deposit to the Guest Group Communicator

- Complete, authorize and return your contract with a deposit to secure your camp dates. The deposit will be \$500 for a group under 150 and \$2,000 for a group over 150.

Step 3 Recruit work crew volunteers

- You can begin to recruit volunteers who will work behind the scenes to ensure your participants are well served.

Step 4 Receiving information from RockRidge Canyon

- Once the authorized contact is received, you will be sent an email or letter from RockRidge Canyon which outlines helpful information for you to know prior to coming to the camp as well as guidelines for the following: housing requests, parking, health forms, dietary requests, meal planning, activities, etc.

Step 5 2 weeks prior to your Arrival to RockRidge Canyon

- In order to ensure RockRidge Canyon is prepared for your arrival, you will email information to the camp including your most up-to-date guest list, volunteer list, itinerary, mode of transportation, and special dietary restrictions. These will be itemized in the information you received in Step 4.

Step 6 Things to bring with you to RockRidge Canyon

- Your final guest list to be used at check-in.
- Completed health forms signed by every guest who will be on site. This includes volunteers, speakers, program leaders and participants.
- Bring a cheque made out to RockRidge Canyon for the amount stated on your contract under Guaranteed Minimum Amount.