

# 7 STEPS TO BOOKING YOUR EVENT

RockRidge  
Canyon

**Successful events** start with a little planning. Our Guest Services team is here to help you achieve an extraordinary event experience.

Whether you are new to organizing or an event planner extraordinaire, our Guest Services Coordinators are experts at helping you along the way. We host thousands of guests each year to rave reviews. We encourage you to ask your questions so you never feel lost or alone during the process.

## 1 Availability

Discuss your retreat's requirements with our Guest Services Coordinator. We'll help you find a date that works for your group. We're great at finding openings to meet your needs.

## 2 Book your retreat with Guest Services

Our Guest Services team will develop a contract to confirm dates, costs, and general event expectations.

## 3 Return contract & submit deposit

We will send you a digital booking package for your e-signature. The Booking Package includes the reservation contract and relevant documents. The signing process is quick! Then, confirm your dates with a non-refundable deposit and you're ready for step 4.

## 4 Recruit work crew volunteers

If your event requires work crew, you're now ready to recruit volunteers. They'll work with our team behind the scenes to ensure your participants are well served.

## 5 Stay in contact

Closer to the event you will be emailed planning documents to help you stay organized and keep us all on the same page. You'll also submit your Proposed Itinerary.

## 6 Two weeks prior to your arrival

In order to ensure RockRidge Canyon is prepared for your arrival, you will submit the planning documents with your most up-to-date guest list, volunteer list, special dietary restrictions, AV requirements and more. Don't worry, all items required will be categorized for your ease.

## 7 Arrival week

There will be some communications back and forth the week of arrival. Please bring your final guest list to be used at check-in and a cheque made out to RockRidge Canyon for the amount stated on your contract under Guaranteed Minimum Amount.

## Enjoy your time at RockRidge Canyon

Being an organizer takes a lot of behind-the-scenes effort. We will help you along the way so that you can enjoy your event and all the property offers.

That's it! It would mean a lot if you'd write a review on Google Reviews and share your experiences on Instagram & Facebook.

**Contact the Guest Services**  
**1-250-870-9030 ext. 4120**

[guestservices@rockridgecanyon.com](mailto:guestservices@rockridgecanyon.com)  
[www.rockridgecanyon.com](http://www.rockridgecanyon.com)



★★★★★



**Anne Miranda**

**Director of Women's Ministry**  
**Village Church, Surrey, BC**

"Rockridge uniquely combines the rural cabin experience and awe of creation along with the urban comfort and excellence of the new auditorium and top quality food. It's amazing!"

**Quentin Paras**

**Senior Concert Band Teacher**

"I am a music teacher and I have taken my Senior Concert Band to Rockridge Canyon for the last 3 years in a row. This is the absolute best place to go if you are looking to host a retreat or group function!"

[Read more Google Reviews](#)

