



Three Generations of Outdoor Excellence

Organizer's Checklist

- Check available dates and trip times by calling Wildwater's Group Coordinator, Miranda Alexander at 864-482-0453 or email groups@wildwaterltd.com
- Get a rough count of participants. Refine reservation numbers as date gets closer. (Be sure to enroll in our Cancellation Guarantee to honor this policy) Use the helpful Sign-Up Sheet to keep track of participants, payments & waivers.
- Make reservations as soon as a date is set. Include lodging & meals for greater savings & availability.
- Collect all money from participants. Payments can be made over the telephone, online or checks/money orders can be mailed. (Special payment policies can be arranged to make booking even easier. We accept all major cards.) Until you collect payment you do not know who for sure is committed.
- Inform group members of payment & cancellation policy and all pertinent trip information (what to wear, when to arrive, etc.)
- Download a waiver for the appropriate river or activity at <http://wildwaterrafting.com>. Waivers can also be mailed or emailed. (Get minor's waivers signed by parents in advance of the trip (bring all waivers with you on the day of the trip, this will help expedite your check-in))
- Copy maps, address, telephone numbers and directions for all members.

Wildwater Group Coordinator/ Custom Account Manager

Miranda Alexander, 864-482-0453

groups@wildwaterltd.com

1251 Academy Road/Box 309 Long Creek, SC 29658