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Dear Group Leader:

We are looking forward to having your group visit Cataloochee Ski Area this season. This packet will help you plan and organize your trip. Attached are several documents that need to be distributed to the members of your group. Please have your members fill out the forms and return them to you before your trip to Cataloochee Ski Area.

* A group leader checklist is attached to assist you in planning the best trip
* Our **Equipment Rental Form** is attached for your convenience. This form can be printed or emailed to your group, whichever is the best for you. We **don’t** need to have this form ahead of your trip, just bring the completed forms with you.

1. Have your members circle what equipment they need:

**SB** (snowboard)/**SK** (ski)/**H** (helmet).

1. Write the name of the group on the line provided.
2. Fill out the top portion completely (name, address, height, weight, age and the number of days on the snow).
3. Make sure that they read and sign the **bottom** and **back** of the form.
4. Each rental form must be completed and signed to receive the equipment.

Please take a few minutes before arriving to double check the form. The more that is completed ahead of time, the faster we can get your group making tracks on the snow!

* Have all members of your group complete the **Assumption of Risk and Liability Release Agreement**
* Complete the **Group Check-In Form** and email it back at least 2 weeks prior to your visit.
* **Changes and adjustments can be made up to 48 hours before your visit, there are no exceptions.**
* Visit [www.cataloochee.com](http://www.cataloochee.com) to learn more about how to plan and dress for your trip.

Remember, the more paperwork your members complete ahead of time, the quicker your group can get on the mountain!

We are looking forward to having your group join us at Cataloochee Ski Area this season. If you have any questions for us before, during and even after your trip, don’t hesitate to let us know. Can’t wait to see you on the slopes!

#thinkwinter

|  |  |
| --- | --- |
|  | **Andrew Barnhardt**  Director of Guest Services  Cataloochee Ski Area  1080 Ski Lodge Road  Maggie Valley, NC 28751  **Phone**: 828-926-0285  abarnhardt@cataloochee.com  [www.cataloochee.com](http://www.cataloochee.com) |

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**Group Leader Checklist**

**Please read our checklist and pay attention to the deadlines:**

* Distribute/email the ***Equipment Rental Form*** and the **Assumption of Risk and Liability Release Agreement** to your group.
* Make sure everyone in your group has the appropriate gear, sunscreen and anything else they need. We rent waterproof bibs and jackets. Ski gloves and goggles are available for purchase in our Mountain Gift Shop.
* Complete and return the “Group Check-In Form” to Group Sales at least 2 weeks before your visit.
* Notify Group Sales if there are any major changes to your reservations no later the 48 hours before your trip.
* Contact Group Sales to set up a Check In time for your date of arrival. If arrival is delayed for any reason, please contact us. We can then make the necessary adjustments.
* Payment in full is expected when you check in. Go to the Information Center located in the main lodge on the lower floor.
* Check the weather, directions, hydrate, and get ready to have the best day on the slopes!

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GROUP CHECK-IN FORM

# Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Reservation Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of guests that will be skiing or snowboarding?

How many guests will have their own equipment and won’t be renting from Cat?

/ How many guests will be renting skis or snowboards?

Skis /Snowboards

Number of guests that will be renting helmets?

Total number of group beginner ski lessons?

Total number of group beginner snowboard lessons?

Estimated time of arrival (Day 1)

Estimated time of arrival (Day 2, if applicable)

Transportation count:

Cars #\_\_\_\_\_

Vans #\_\_\_\_

Bus 15/25 Passengers #\_\_\_\_

Charter Bus # \_\_\_\_

Notes:

* Thank you for taking the time to complete this form and emailing back **at least 2 weeks prior** to your arrival!
* Group ski and snowboard lessons begin with age 8.
* Cat Trackers program is recommended for children under the age of 8. Private lessons are available. Just go to [www.cataloochee.com](http://www.cataloochee.com) and reserve these in advance.
* Please let us know if there are any extra needs for your group. We look forward to seeing you on the slopes soon!