



2011-2012 GROUP CHECK LIST

Please follow these steps and check off when complete.

- _____ 1. Several weeks before your visit, distribute GROUP MEMBER WORKSHEETS to each member of the group. Set a deadline for those completed forms to be returned to you.
- _____ 2. If anyone in your group is renting equipment they must fill out and sign the RENTAL WAIVER & AGREEMENT FORM. (Anyone under 18 years of age must have a parent or legal guardian sign it.)
- _____ 3. If anyone in your group is taking a lesson they must fill out and sign the GROUP PARTICIPANT LESSON WAIVER (Anyone under 18 years of age must have a parent or legal guardian sign it.)
- _____ 4. One week (7 days) before your visit complete and FAX to us the GROUP VISIT FINAL SUMMARY, SKI RENTAL DATA SHEET, and/or SNOWBOARD RENTAL DATA SHEET. Our FAX # is 603 737-4330. Rental data must be complete or equipment can not be pre-set for you and it will take longer to get your group on the snow!
- _____ 5. On the day before your visit:
 - A. Update your GROUP VISIT FINAL SUMMARY with any changes.
 - B. If there are any major changes call GROUP SALES 603-737-4320 and leave a message or send a fax (737-4330) with your changes.
- _____ 6. Upon arrival at Gunstock:
 - A. Buses follow the signs to the Bus Parking Lot (Turn RIGHT after the Cross Country Center building. Private vehicles park in the Gunstock parking lots NOT the bus parking lot.
 - B. Group members and Chaperones remain on the bus, while the group leader reports directly to the Group Sales Office (located on the LOWER level of the main lodge) with the following items: GROUP VISIT FINAL SUMMARY, signed RENTAL WAIVERS and signed LESSON WAIVERS. Final PAYMENT is due at this time either cash, one check, or a credit card.
 - C. After the transaction is complete, the group leader returns to bus and distributes the tickets. The Group Leader or a representative should then line up all renters in the order they are on the rental sheets. A Gunstock representative will escort your group to the rental shops to pick up their equipment.