

Facility Rental Checklist

Camp Sagitawa, Box 61, Moberly Lake, BC V0C 1X0

1. This form provides you with a checklist of details to be sure that you take care of from the beginning of the booking until the time of your event.
2. Using this checklist will help you to communicate all the necessary information with us and with each of the individuals in your group.

3-12 months Prior to Event – ASAP

- Email us for available dates and a quote. The earlier the better to get your preferred dates. (email address in code: sagitawa.director at xplornet.com).
- Read the Rental Agreement.
- Fill out and send the Booking Form with a deposit to secure the camp facility for those dates.
- Use information required on the Booking Form and Supplemental Form to develop your invitations for members of your group. The information we need should be collected by the group organizer and passed on in summary form to the Camp office.
- Advertise your event well in advance so people have time to plan.

Our Event Dates are _____

2 weeks before is

- Fill out the Final Details Form and send to Camp 2 weeks prior to the event.
- Make sure you have your own list of materials to bring from home. Try not to rely on camp for staplers and tape and paper etc...
- Email your Daily Activities Schedule to camp. Please include meal times and camp led activities/skills.

7 days before is

- Call camp with up-to-date numbers.
- Use information from your group and [cabinmap.png](#) to select cabin spaces for group members. This is an important area. Some people cannot sleep in top bunks, or they must have a washroom, or they wish to be in a cabin with specific people. It is your job to set your group in cabins – please do not rely on first come first serve and we do not know your group well enough.

Within the last week!

- 2 days before, on _____: Call in current numbers (250-788-2361)
- 1 day before, on _____: If applicable, email the Family Pricing Sheet to camp.
- Day of your event: Now let's enjoy Camp!