Facility Rental Checklist

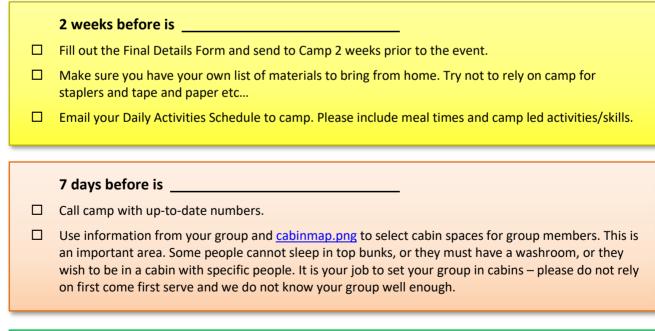
Camp Sagitawa, Box 61, Moberly Lake, BC VOC 1X0

- 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 _____



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!