

Planning Checklist for Alpine Meadows

- **Securing your reservation** - Return the signed lease contract along with your deposit within 2 weeks. The balance is due upon arrival.
- **Signed Receipt of the Information Packet** - Once we receive your contract & deposit we will send you a blue/green "Prep Pack" folder of helpful information. Please fax us the signed cover sheet from this folder so that we know you have received and read all the pertinent safety policies & expectations.
- **Arrangements for your liability insurance - Alpine Meadows & the US Forest Service** should both be named as additional insured. Specifics about the amount of coverage can be found in both your Prep Pack of information and your contract. If you are having difficulty finding insurance, contact our office and we will be happy to assist you with this.
- **Confirmation fax** – Two weeks before your arrival we will send you a confirmation sheet to inform us of your expected numbers, VIP room requests, dietary issues and special services information. From this we will draw up a final invoice as well as place our food order and set our staff schedule.
- **Final Payment** - Please plan on bringing final payment with you. If you are paying by check, checks should be made payable to Alpine Meadows Retreats. Based on your confirmation information, about 1 week before your arrival, we will send you the remaining balance you owe based on information you have provided to us about your groups size/special requests. This amount may change if over the course of your stay you change the number of attendees or add additional services.
- **Failure to meet minimum** - If your attendance numbers are changing, please do keep us informed as soon as possible. If your numbers drop less than 30 days before your arrival, there will be a failure to meet minimum charge applied. This will be based on the number of people who did not attend. If you would like further information on this policy, please call us at 909-794-3800.
- **Registration of your participants** – A sample form is available on our website. We recommend collecting a minimal non refundable deposit from each participant.
- **Collect emergency contact & information** - Prior to or upon your arrival please provide us with a copy of an emergency contact list. This list should have the names, addresses and emergency contact information (name, cell & home/work number of emergency contact) of all participants including you and your staff/clergy. Additionally, you should have emergency information and medical releases for all attendees. Samples are available on our website.
- **There is absolutely no smoking or open flames allowed in any buildings in this camp, or on the grounds or surrounding forest.** We are in a high fire danger area. Smoking is allowed only in one designated area behind the kitchen. We are very strict about this policy and will ask people to leave if found in violation.
- **Please plan on arriving PRIOR to your participants** so that you may check them in and direct them to their sleeping areas.
- **Set up an orientation time**, with Administrator On Duty. Allow approximately 15 minutes for the orientation. This meeting provides vital emergency procedures & safety information to your group.
- **Rooms/Meeting Lodges are not ready for occupancy until 4 p.m.** Should your leaders need to arrive earlier for set up, special arrangements may be made ahead of time.
- **Meals are as follows – Friday** dinner is at **6:30**. **Sat. – Th.** - Breakfast: 8:30, Lunch 12:30, Dinner 5:30
- **Special dietary needs** - Contact our Sales Director, at least three weeks prior to your arrival if your entire group has special dietary needs.

- **Refreshments** - AMR will provide chilled tap water, fruit, tea and coffee in the main dining hall throughout your entire stay. Coffee/tea service may be added in your meeting lodge for an additional charge. You may bring your own snacks for your group or purchase them through us. Bottled water may be purchased from our vending machines. A snack list is available online and in your Prep Pack of information.
- **No outside food is allowed in the dining area** - If you are eating soups, snacks, etc., these may be eaten in your meeting area or outside but not in the dining area. Please make sure this is clear to your participants.
- **Quiet hours are from 11:00 pm – 7:30 am** - No excessive noise, live or recorded music is allowed during this time. Also during this time no groups should be socializing in the dining area or outside. You may be in your cabins or in your meeting lodge. If you are planning on playing live electronic music or playing loud recorded music, please notify Alpine Meadows Retreats management as soon as possible. If we have not been informed within 30 days of your date of arrival, we reserve the right to cancel that aspect of your program.
- **Adequate coverage for your participants** - When you do your bunking, please remember that no students are allowed to be left without leadership supervision in the cabins. This means, no minors are allowed to sleep in cabins without adult supervision. Please note you should have enough staff for proper and safe supervision. All minors must be under the direct supervision of a responsible group member at all times. **Ages 6-8**, one staff for every 6 participants. **Ages 9-14**, one staff for every 8 participants. **Ages 15-18**, one staff for every 10 participants.
- **What to bring** – A complete list of what to bring is available online and in your Prep Pack of information.
- **Additional Activities** - Let us know at least 1 month in advance if you will need the ROPES Course, Lifeguards, Archery or Mountain Biking so we can arrange for instructors. These activities have additional charges.
- **Sports & Recreation** – Alpine Meadows does have a limited supply of sports equipment a list of what we have can be found online and in your Prep Pack of information. Hiking maps may be obtained upon arrival at the camp.
- **Campfires** – Campfires are allowed in designated fire pits only and arrangements to have campfires or fires in the fireplaces must be made in advance with the CMC management.
- **First Aid** - It is your group's responsibility to provide necessary first aid supplies, equipment and an emergency designated vehicle to transport someone who is sick or wounded should an ambulance not be needed.
- **Craft & Office Supplies** – Please plan on bringing all your own craft & office supplies as Alpine Meadows does not keep a stockpile of these items.
- **Parking is only allowed in the Parking Lot.** Spaces by cabins are for loading & unloading only. You must **BACK** into your parking spot or risk a ticket for improper parking from the US Forest Service. This policy is in place for emergency evacuation procedures as mandated by the US Forest Service.
- **Weather** – Weather for our camp may be checked on our website or at this link: <http://www.wrh.noaa.gov/forecast/MapClick.php?site=sgx&smap=1&textField1=34.154583333333&textField2=-116.77375>
- **Road Conditions** – Nov. – Apr. tire chains are always recommended. If you are coming in a bus, the bus driver should make sure they are carrying some. Road conditions may be checked on our website or at this link: <http://www.rimoftheworld.net/caltrans> then look for warnings about Hwy 38 from Redlands to Big Bear. You may also call Cal Trans at: 1-800-427-7623.