

# 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

- Become familiar with the facility rental downloads on our website.
- Read the Rental Contract.
- Call the Camp Office to get a quote and available dates. This should be done at least 3-12 months in advance to be assured that your preferred dates are not already taken.
- 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 Supplemental Form and send to Camp 2 weeks prior 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 at [sagitawa@xplornet.com](mailto:sagitawa@xplornet.com). Please include meal times and camp led activities/skills. (Fax 250-788-2391)

## 7 days before is

 \_\_\_\_\_

- Call camp with up-to-date numbers.

## 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.  
[sagitawa@xplornet.com](mailto:sagitawa@xplornet.com)
- Day of event → Now let's enjoy Camp!