



DEVIL'S GLEN COUNTRY CLUB

Ski Day Checklist / Planner * upon booking and during planning stages

Item	Done X
Devil's Glen Club – Reserve Date	
Bus Rental	
Food Service - Breakfast	
- Lunch	
- Dinner	
- Après Ski Reception	
Book Fun Race	
Name Badges	
Lift Tickets Numbers	
Ski Rentals – Notify at least 2 weeks in advance	
Ski Lessons Needed - Beginner	
- Intermediate (private)	
- Intermediate (group)	
Agenda for Ski Day Events	
Other Special Requests	

At the Office

Item	Done X
Post for Sign-up - Ski Day Registration Form	
- Group Rental List	
- Ski Day Sign-up Sheet	

One Week Before Event

Item	Done X
Comfirm Number of Lift Tickets	
Confirm Method of Payment i.e. individual, group or invoice	
Confirm Numbers for Rental Equipment	
Confirm Meal Numbers	