

# GROUP LEADER TO-DO LIST



Tick on  
completion

## Pre-confirmation

Provisionally book dates. These can be held for up to 2 weeks.

☐

## Confirmation

Complete & return Booking Form (within 1 week)

☐

You will be issued the 10% deposit invoice. This will confirm your booking and you will be subject to cancelation charges. (Payment is due 1 month after issue)

☐

You will then be introduced to your coordinator; an activity itinerary will be sent for your approval

☐

## 7 months prior to arrival

You will be issued the 20% deposit invoice (Payment due within 1 month)

☐

## 3 months prior to arrival

Confirm final trip numbers (and gender split if applicable)

☐

You will be issued the 70% remaining balance invoice (Payment due within 1 month)

☐

You will also be sent a link to an online Group Leader Consent Form\* to complete (must be returned within 1 month)

☐

## 2 months prior to arrival

Your trip should be paid in full

☐

Your Group Leader Consent Form should have been submitted

☐

You will be sent your Room & Activity Group Allocations (must be returned within 1 month)

☐

## 1 week prior

Coordinator will send pre-arrival email

☐

---

### Your Trip to Mount Cook

---

## 1 week after

Coordinator will send you a Feedback Form to complete. Your feedback is important to us and helps us make improvements.

☐

**\*Group Leader Consent Form to be completed by the group leader on behalf of all participants on the booking. Please provide as much detail as possible so that we can tailor sessions and meals where necessary. You may be asked to complete an individual form if we see any medical conditions on the returned group leader form. All adults taking part in activities will be asked to sign a waiver on arrival before taking part.**