



ALPINE

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

Item	Done X
Alpine Ski Club - Reserve Date	
Bus Rental	
Parking / Pick-up Sites	
Shirwood Food Services or enroute * Breakfast	
Shirwood Food Services * Lunch	
Shirwood Food Services * Dinner	
Shirwood Food Services * Apres Ski Reception	
Trophies / Awards	
Book Fun Race	
Name Badges	
Lift Tickets	
Ski Rentals - Notify at least 2 weeks in advance	
Agenda for Day's Events	

At the Office

Item	Done X
Post for Sign-up: * Ski Day Notice	
* Group Rental List	
* Ski Day Sign-up Sheet	

One Week Before Event

Item	Done X
Confirm Number of Lift Tickets	
Confirm Method of Payment I.e. individual, group or invoice	
Confirm Numbers for Rental Equipment	
Confirm Meal Numbers	
Pick-up Trophies / Awards	
Distribute Map to Every driver	