



Group Leader! As you prepare for your visit to camp, here are some checklist items for you to be reminded of.

For Your Attendees

- ☐ Send to your attendees suggested packing list, driving directions, vehicle preparation, Weather forecast (links can be found on the website tab **“As You Prepare...”**)
- ☐ Send Medical and Activity Release Form link to attendees.

To Pinecrest Camp

- ☐ Sign **Contract** *(needed to hold your reservation)*
- ☐ Pay **Deposit** *(needed to hold your reservation)*
- ☐ Communicate **Final Numbers** to Pinecrest (at least 2 weeks in advance)
- ☐ Communicate which **Activities** you would like to have open
- ☐ Send **Certificate of Liability Insurance** to Pinecrest (at least 2 weeks in advance)
- ☐ Send your event **Schedule** to Pinecrest (at least 2 weeks in advance)
- ☐ Fill out a **Roster** with first and last name, and with grade or age of everyone in camp *(turned in upon arrival; this is for in case of an emergency).*
- ☐ Arrange **Final Payment** *(payment due prior departure; church check, cash, cashiers check, money order, credit card (cc has a 3% charge))*

Contact Information

- Office Number: 909-338-4243
- Email: reservations@pinecrestcamp.com