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Dear River's Edge Guest Group,

In our efforts to serve you better we have put together a checklist of **all the things we need to know** or receive before your group arrives. If you could go through the list and ensure that each of these has been taken care of, that would be great! You can fax or e-mail any documentation or call the camp for further information.

**Within One Month of Receiving Contract:**

- Contract is sent to River's Edge Camp & Conference Centre
- Deposit is sent to River's Edge Camp & Conference Centre

**One Month Prior to Event:**

- Indemnity Insurance Form Returned (CBE Schools exempt)
- Programming Needs are Clarified
- Arrival/Departure & Meals Confirmed
- Guest Group Manual Read

**Two Weeks Prior to Event:**

- Expected Final Numbers Confirmed with Guest Group Coordinator
- Expected Special Diets / Allergies Confirmed with Guest Group Coordinator
- Schedule sent in to Guest Group Coordinator
- Programming Times Confirmed with Guest Group Coordinator
- Additional Needs confirmed (Tables, Data Projector, Sound, Musical Equipment)
- Cabins confirm the number if required
- Assumption of Risk Forms for Activities (CBE Schools exempt) are signed appropriately by guests

**One Week Prior to Event:**

- Final Numbers Confirmed with Guest Group Coordinator
- Additional Special Diets / Allergies Confirmed with Guest Group Coordinator
- Final Scheduling Changes identified

**Upon Arrival:**

- Guest List given to Guest Group Host
- Assumption of Risk Forms handed in **before** Activities (CBE Schools exempt)

Detailed information of the site, accommodations, activities & meals can be found in the Guest Group Manual. It is important that you read the Guest Group Manual before arriving at River's Edge Camp & Conference Centre. Click on the link below to download the manual.

- Guest Group Manual**  
<http://www.riversedgecamp.org/documents/Guest Group Manual 2010.pdf>
- Indemnity Insurance Form (CBE Schools exempt)**  
<http://www.riversedgecamp.org/documents/INSURANCE AND INDEMNITY AGREEMENT.pdf>
- Assumption of Risk Forms (CBE Schools exempt)**  
<http://www.riversedgecamp.org/documents/Assumption of Risk Activity Forms.pdf>

Thank you for your cooperation with regards to getting us this information. We look forward to hosting your group. If you have any questions regarding the status of your booking please feel free to call or e-mail me.

God Bless and have a great day!

Sincerely,

*Fiona MacDonald*

Fiona MacDonald  
Guest Group Coordinator



[www.riversedgecamp.org](http://www.riversedgecamp.org)  
"A natural setting for a supernatural experience!"