



## Group Itinerary and Important Information

**Congratulations! You just booked a reservation with River & Trail Outfitters. We are looking forward to hosting your group this season. We want to make sure you and your group are as prepared as possible for your adventure. So please read over the checklist below and forward/send it to any other managers, guests or day-of-trip leaders. This is important information... so don't be fools, read over the rules!**

- Did you read over the confirmation email and invoice? This will give you the check in location, check in time, Google Map directions, receipt of payment, a link to sign online waivers and cancellation policy.
- Send confirmations, invoices, itinerary and any other useful information to other trip leaders, managers or guests.

### Information to tell Reservationist

- Any special needs, medical or otherwise, dietary restrictions
- Communicate any head count changes (increase or decrease) as soon as they occur
- Final head count 7 days prior to trip
- The day- of-trip contact person and his/her information including cell phone

### Transportation Tips

- Make sure everyone in your group knows the name of our company (River & Trail Outfitters), the group name, trip name and location and time of check in.
- Map out directions to ensure you are on time! Check-in time is typically 35-40 minutes before trip time!
- We recommend car-pooling as space is limited.
- Groups who are checking-in at our main location in Knoxville, MD and are arriving in buses (school or coach): When you arrive at River & Trail, continue approximately 1/2 mile, to the top of the hill and a bit further to find turn arounds in the developments on the right. One development we recommend is "Deer Path". It is a large loop that will bring you back to Valley Road. PLEASE DO NOT TURN AROUND IN ANY OF THE SMALL DRIVEWAYS BEFORE THIS. This many cause an accident or a ditched bus!

### How to Dress

- Look up the local weather forecast and the "How to Dress" link on your confirmation email.
- Bring a dry change of clothes and shoes for after the trip.
- Make sure you wear the correct foot wear! Many of our trips require closed toe shoes or prohibit flip flops!

### Last Minute Items

- Make sure everyone in your group has signed a waiver (preferably online or a hard copy that the trip leader brings to check-in.
- Make sure that 100% payment has been collected and invoice has been PAID in full.

# Trip Itinerary

Please fill out the form below and give to your day-of trip leader for you group. One sheet per trip. This will help them be as organized and timely as possible.

Name of Trips:

1.

Trip Start Times:

1.

Check in Times:

1.

Check in Locations:

1.

What time you need to leave your location:

1.

Name the reservation is under:

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## Check List

- Waivers
- Food or drinks
- Correct foot wear
- Change of dry clothes (if needed)
- Sunscreen, hat, towel etc

River & Trail sells drinks, snacks, t-shirts, water shoes, eye glass straps, and other trip souvenirs at our main location in Knoxville, MD and at Brunswick Family Campground in Brunswick, MD.