



# Snow How Arrival Checklist

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397 Brule Mtn Rd, Iron River, MI 49935

	Complete the Group Participant Checklist during travel to Ski Brule. It is best to provide each vehicle with this checklist so that upon arrival, you have an accurate accounting of participants. <b>REMINDER:</b> include chaperones / family members in your head count for lift tickets.
	Designate a chaperone to distribute lunch coupons. These coupons will be issued to the group coordinator at time of check in / group trip payment.
	Tell participants while traveling to Ski Brule where, when and from whom they will receive their lunch coupons. Remind them that lost lunch coupons cannot be replaced.
	Have the bus driver park in the <b>Rental Center</b> parking lot.
	Prior to arrival, distribute rental forms and Progress Cards to participants. Have participants review their forms to verify that the required information and required parental signatures are complete. This allows the opportunity to complete the missing information prior to going through the rental process which will expedite your check in process.
	Participants are to have the Progress Card & Rental Forms in hand when entering the Rental Center. They will start at the cash registers to have forms authorized and verify information is complete. Distributing forms prior to arrival to the participants will help expedite your group's check in process.
	Upon arrival the Group Coordinator is to enter the Rental Center for the group check in (participants are to remain on the bus until released by Ski Brule's coordinator after the arrival introduction to Ski Brule.
	<b>Required For Group Check In:</b> 1.) Group Participant Checklist 2.) Group Coordinator Information 3.) Chaperone Contact Information 4.) Payment 5.) Two way radio if available Ski Brule accepts checks, visa, mastercard, discover, amex & cash. Credit card payments are assessed 3% processing fee. Ski Brule does not bill groups. Payment is due day of the trip.
	Group Coordinator will be issued lift tickets for the chaperones/family members on the trip. The Group Coordinator will issue the lift tickets to these individuals. If they are renting, they are to show their lift ticket and present the rental form at the cash register. The group lift ticket is the only way Ski Brule can verify they are with your group and are accounted for. Chaperones/family that arrive prior to group check in cannot get their equipment prior to check in of the group and will have to wait until this process is complete.
	Participants will enter the Rental Center at the North entrance to be processed through the cash registers where forms will be verified for required information/signatures and authorize forms to receive rental equipment.
	Helmets are included with the Snow How fee.
	Poles are NOT included with the Snow How fee and can be rented at the cash register individually at a cost of \$5.
	Please tell participants NOT to leave personal belongings all over the Rental Center floor. Please utilize the cubbies as items left out will be moved to storage area by staff which will make it a challenge to find prior to departure.
	Ski Brule requires that some chaperones remain on the lesson trail (Bunny Trail) with the students until all have completed the lessons. As participants complete the lesson, chaperones are encouraged to leave the lesson trail to be with the participants on the slopes.