

### BLK PERFORMANCE CENTRE – BOOKING CHECKLIST

<b>CONFIRMING THE BOOKING</b>	<b>TICK WHEN COMPLETE</b>
Book Camp Dates	
Fill out and return Booking Form (return as soon as booking is made) Ensure that the following is included (if required); <input type="checkbox"/> Accommodation <input type="checkbox"/> Meals <input type="checkbox"/> Activities <input type="checkbox"/> Facilities <input type="checkbox"/> Transport <input type="checkbox"/> Additional Information	
Pay Camp Deposit – Due 14 days after camp dates are booked	
<b>90 DAYS BEFORE ARRIVAL</b>	<b>TICK WHEN COMPLETE</b>
2nd Instalment Payment Due (50% of remaining costs)	
Confirm any changes or adjustments to the itinerary	
Complete and return Rooming Lists	
Complete and return Dietary Requirement Form	
<b>30 DAYS BEFORE ARRIVAL</b>	<b>TICK WHEN COMPLETE</b>
Introduction to new contact in the BLKPC Accommodation Department	
Confirm any changes or adjustments to the itinerary	
Last chance to book meals	
<b>14 DAYS BEFORE ARRIVAL</b>	<b>TICK WHEN COMPLETE</b>
Final Payment Due (remaining costs)	
Last chance to make adjustments to itinerary	
<b>ARRIVAL</b>	<b>TICK WHEN COMPLETE</b>
Buses – make way to bus drop off zone, call phone number on boom gate to be let in	
Alert reception of your arrival – Provide group name	
A duty manager will take the group to their lodge and go through check in procedures	
Complete Arrival Checklist	
<b>BEFORE DEPARTURE</b>	<b>TICK WHEN COMPLETE</b>
Ensure rooms and lodges are clean and tidy	
Complete and return Lodge Departure Form	
Return room keys	
Re-book for next year	