



BOOKING CHECKLIST

Booking Steps and Timing

Below is the schedule of requirements for group coordinators from enquiry to arrival at Gold Coast Performance Centre

Action	Due	✓
Enquiry & Obligation Free 7 Day Accommodation Hold	-	
Submit Booking Form and 15% Deposit Invoice Issued	Within 7 days of Enquiry	
Payment of Deposit (15% of camp costs min \$500)	Within 14 Days of Invoice	
Payment of 2 nd Instalment (50% of remaining costs)	90 Days Prior to Arrival	
Provide Final Itinerary (the sooner the better to secure your required facilities)	30 Days Prior to Arrival	
Special Dietary Requirements and Room Allocations	14 Days Prior to Arrival	
Final Payment (100% of remaining costs)	7 Days Prior to Arrival	

Suggested Packing List

Below is a list of suggested items for your participants to pack for their stay at Gold Coast Performance Centre. Your group may require specific equipment feel free to use this list as a starting point for your group's packing list.

Item	✓	Item	✓
Shorts		Running Shoes	
T-Shirts		Thongs	
Socks		Wet Shoes (if doing beach activities)	
Underwear			
Swimwear		Bath Towels	
Warm Jumper/ Jacket		Beach/Pool Towel	
Pyjamas		Toiletries (Soap provided)	
Raincoat		Sunscreen	
Full Brim Hat		Insect Repellent	
Casual clothes for evening activities			
		Laundry Powder	
Small Carry Bag or Backpack		Pegs	
Water Bottle		\$1 / \$2 Coins for Washer and Dryer	
Plastic Bag (for wet clothing)			

Note: The following bedding is provided – pillow, pillow case, bottom and top sheet and quilt (two towels provided in rooms 9 and 10)

If in doubt contact your Gold Coast Performance Centre Coordinator, we are happy to help.