

# WHITE DIAMOND SKI TOURS

## COORDINATOR INFORMATION

STEP # 1 To complete or communicate upon receipt of your confirmation

Plan a time to promote your activity. Encourage early commitments and allow time for full distribution of information to all participants. Present the full details of the reservation agreement, payment obligations and deadlines, medical screening, and the implications of missing deadlines or not properly filling out forms. Strongly encourage physical conditioning. By nature of the activities, many programs are not for everyone. For most activities, WDST requires every participant to have a medical screening. Contact us with any questions. The form provided must be signed by a doctor. No other forms can be substituted and the forms may not be altered in any way. The per person Fee is indicated for each program/activity and is for all participants who meet the required payment deadline. The Fee is broken into two payments indicated on the payment invoice: **the first due by 90 days prior to your trip** and the **final balance due by 30 days prior to our trip**. The fee automatically increases \$25.00 per person for each missed payment deadline. Any payments made after a missed deadline will pay the outstanding balance plus the additional fee. Any participants registering after 30 days prior to your trip will pay an additional \$50.00 per participant fee. **The deposit and fees are nonrefundable, but transferable** (i.e. Can be used for a participant you add, but cannot be returned to you or applied to the deposit or balance of a participant for whom you have already submitted a fee).

The individual spots you reserved may be forfeited upon missing a payment deadline. WDST will begin filling these spots from their waiting list after the deadline. Contact WDST if you need to add someone to your group after the deadline to ensure that spots are still available.

All group payments (deposit, and participant balances) should be collected by the Coordinator and paid by **ONE** check, money order, or electronic payment. **All payments must be payable to White Diamond Ski Tours** and mailed (unless arranging to pay by credit card) to White Diamond Ski Tours, 15910 Fools Gold Ln. Colorado Springs, CO 80921.

STEP #2 Before the Final Balance deadline

Arrange your group's transportation and drivers. You will be transporting your group to all activities unless otherwise indicated. If using a charter bus, please contact WE. Fill out and return the Profile Form. After receiving each participant's first payment, email or give the participant a copy of the Participant Handbook and Registration/Medical Forms. Ask the participant to complete and return these forms prior to the Final Balance deadline.

Collect the Registration Forms before the Final Balance Deadline. Check for completed forms and all appropriate signatures, parent/guardian, participant, and physician. Return any incomplete forms for completion. Use the Forms provided by us. These forms are brought to Colorado for presentation upon arrival. Do not mail them!

Discuss what they need to bring, your travel plans, and money needed for meals, etc.

Check to see if any of your participants need financial help.

Remind participants of the Final Balance Deadline to avoid the additional \$25.00 fee.

Collect all outstanding balances and send **ONE** check, money order, or credit card payment for the total.

STEP #3 After the Final Balance deadline has passed.

Contact WDST to see if space is available before adding anyone to your trip. Collect any forms not yet collected.

Note: Individuals who do not submit a completed Registration and Medical Form are disallowed from participation.

Communicate departure time, travel and lodging plans, anticipated return details, etc.

STEP #4 Arrival

Travel to the West side of Salida on HWY 50 across from Wal-Mart. Check in after 3 P.M. on your arrival date.

Arrive with plenty of time to take care of any personal needs. Do not be late. Please use the West HWY 50 entrance to park. Have your Registration Forms in hand.