

# GUEST GROUP ARRIVAL CHECKLIST

## STEP 1



### SIGN CONTRACT

Review, sign, and submit the contract to [genevieve@miraclecamp.com](mailto:genevieve@miraclecamp.com)

(Due 2 weeks after receiving contract)

## STEP 2



### 20% DEPOSIT

Send in a 20% deposit to officially secure your dates.

(Due 2 weeks after receiving contract)

## STEP 3



### LIABILITY CERTIFICATE

Contact a local insurance agency and obtain a certificate of liability for the dates you will be at camp.

(Due 2 weeks after receiving contract)

## STEP 4



### FINALIZE SCHEDULE

Fine tune your schedule by submitting your proposal to [alex@miraclecamp.com](mailto:alex@miraclecamp.com)

(Due 2 weeks before arrival)

## STEP 5



### FOOD ALLERGIES

Let us know about any dietary restrictions by emailing us at [dietary@miraclecamp.com](mailto:dietary@miraclecamp.com)

(Due 2 weeks before arrival)

## STEP 6



### SUBMIT FORMS

Have all guests fill out and sign the risk acknowledgment form before arriving and the health screening form the day of arrival.

(Due 24 hours before arrival)

## STEP 7



### FULL PAYMENT

Please pay the remaining balance on your contract the day you arrive at camp.

(Due upon arrival)