



## EIGHT EASY STEPS To organizing a successful organizer packet

- 1. Get your group together and start planning your trip in advance.** Give yourself enough time to discuss options with your group such as ½ full or multi day trips - Exciting whitewater or relaxing float trip? - Which river and section? - Location of the river and its proximity to where you're coming from - does your group need transportation? Make sure everyone in your group is aware of the type of trip you have decided upon and is willing to participate. It is important to make sure everyone has the physical ability to participate in the type of trip you have signed up for.
- 2. Getting the word out.** The biggest problem in getting your group organized and informed is communication. Letting people know what you're up to helps you get large groups, and results in less headaches, such as last minute add ons and cancellations. Some good ideas are email, posting notices, having sign up sheets available and posted, so everyone can see what's going on. Set meeting dates and times to discuss the trip and get excited.
- 3. Choosing a date and time.** It will probably be impossible to choose a river, date, and trip that suits everyone. Somebody will always want to run a different river or section or will have previous engagement for the date you choose. We recommend you poll the group and choose the date and trip that best suits the majority of people. If the group is hopelessly divided, we can always split up the group and run different sections, grouping aggressive and non-aggressive paddlers together. Although this is an option, it is usually more fun to stay together.
- 4. Collecting money.** This is always the hard part. We recommend the group organizer be firm in setting up a sign up and payment date for the deposit (50% of the cost of the trip). Give yourself time, start collecting the money well in advance, this gives people time to set aside the funds and will insure that the deposit is sent in on time to guarantee the date and trip you wanted. Before the deposit is sent please make sure that everyone has received and understands our cancellation policy.
- 5. Booking the trip.** Once the sign up sheets are full and deposits have been collected call and make a reservation. Remember the reservation is not guaranteed until Good Times Rafting has received your deposit. Call our office and check availability and make a tentative reservation. We will hold the tentative reservation for 10 days. Once we have received the deposit your reservation is guaranteed.

If the deposit is not received in ten days, there is no guarantee that the trip date and section you requested will be available. All payments must come through the group organizer to insure group discounts. After we receive the deposit you will receive a conformation letter and trip information.

**6. Final payment-** The balance of the deposit is due 14 days prior to the departure date. If you have more people interested in going within the 14 day period , call and notify our office staff and we will be happy to try and make room for add ons, depending on availability. Please don't just show up the morning of the trip with more people than you booked, because there is no way for us to guarantee them space on the trip and we would hate to turn them away. We can hold space for last minute add ons with a credit card over the phone.

**Need help-** If you need help with any part of this process please call our office staff and we will be happy to help in any way we can 1(800)997-3448.

**7. Smile and have fun you're going rafting**



[www.goodtimesrafting.com](http://www.goodtimesrafting.com)