

Group Coordinator Guide

Thank you for your interest in organizing a group trip with Vessels For Honor Rafting Co. We want this experience to be fun and as hassle free as possible. The following guide was developed to help you in the coordination process. Let us know how it goes!

Benefits of coordinating a group trip:

- The enjoyment of getting your friends, co-workers, and family together for an exciting day on the river.
- The satisfaction of knowing that because of your hard work everyone received a discount.
- You will raft for free.

Expectations of the Group Coordinator:

- You are the main contact between your group and Vessels For Honor.
- Collect all deposits and final payments and submit each to us as one payment.
- Let everyone in the group know about our policies regarding their trip such as cancellations, refunds etc.
- Keep in contact with us regarding any changes in your numbers, special requests and cancellations.
- On the day of your trip, please help us keep your group organized by arriving a little early and connecting with everyone in your group. Once everyone is here, we will check you in as a group to ensure that everyone is getting consistent and accurate information about their trip.

How to coordinate a group:

1. Plan in advance
2. Call us or check on line at www.vfrafting.com to confirm availability for the day you would like to go.
3. Spread the word to others who may be interested.
4. Provide a \$200 nonrefundable deposit and confirm the # of participants.
5. Keep a waiting list
6. Provide final payment 21 days prior to the trip.
7. Call us if there are any changes once the final payment has been made.
8. Distribute all pre-trip information

- 1. Plan in advance**

Discuss with interested people whether they would like to do a ¼, ½, ¾, full or multi-day trip. Are they interested in extreme whitewater or something a little more moderate? Make sure that everyone in the group is the appropriate age for the trip desired and that they will be able to handle it physically. See our brochure or visit www.vfrafting.com for trip details.
- 2. Call us to confirm availability for the day you would like to go.**

Go to our website and click reserve now. This will take you to our on-line reservation system and master calendar. Here you can check availability and provide your trip deposit. You may always give us a call at 1-888-623-7939 or e-mail us at raft@vfrafting.com to talk about the date and price. Be ready with a second and third choice in case we are already booked on your first date. If you are prepared to provide a deposit, then we will lock in your date and time, otherwise we will make a note of your interest and wait for confirmation. Dates are reserved first come first served based on the deposit being received.
- 3. Spread the word to others who may be interested.**
 - Put up our posters where appropriate to announce the trip.
 - Facebook events, E-mail, desktop notices or meetings are all ways to get the information out and gauge interest levels.
 - Be sure that if you are working with youth that the parents know what their children are signing up for. Better yet, recruit the parents to come along with you.
 - If you would like someone from VFH to speak to your group, give us a call.(Colorado Springs only)
 - Have a deadline for the payment of the deposit and the balance. Do not make the full payment hoping you will be reimbursed. Many express interest at first but when it is time for payment they can change their mind.
- 4. Provide a \$200 nonrefundable deposit and confirm the # of participants.**

Many organizations plan an annual event like rafting and want to get it scheduled 3-6 months in advance. You may not know the exact number of participants but typically there is a range that is expected. To make your reservation in this case, you may be required to provide the deposit before collecting anything from the potential participants.
- 5. Keep a waiting list.**

If additional interest is shown in the trip once the trip is full, and we have no more spaces to offer, add them to your waiting list. They can replace someone that has had to cancel and pay their deposit to them. Cancellations made after paying the deposit are subject to the cancellation policy.
- 6. Provide final payment 21 days prior to the trip.**

We will confirm your group numbers at this time, either adding to your numbers or adjusting the trip size down by up to 5 individuals. The balance due is payable by one credit card or check by you. Any overdue or unpaid spaces are subject to cancellation without notice. If your payment will be late please call for special arrangements.
- 7. Call us if there are any changes once the final payment has been made.**

You can add participants on a space available basis up until the day before the trip. You must call VFH to confirm the additional people. If individuals want, or need to confirm themselves instead of booking through you, they will not receive group prices.
- 8. Distribute all pre-trip information.**

We have included information on what to wear, directions and departure times pertinent to your trip. Be sure to share this with everyone in your group by distributing copies to them. **Important:** Have each participant sign a [liability release](#). Be sure anyone under 18 gets their parents signature before the trip. Compile a final list of participants and be sure to collect their signed release forms prior to check in on your departure day.

What to bring

Check list

- Wear clothes that dry quickly
- Shorts
- Tennis shoes or river sandals
- Sunglasses with strap
- Sunscreen
- Insect repellent
- Sweater or jacket
- Change of clothes and dry shoes
- Fleece, polypro, wool recommended for colder weather
- (Wet suits, polypro, splash jackets etc. are available for rent)

Directions

Vessels For Honor Rafting Co. is located at Texas Creek at the junction of 69 and US Highway 50.

From Colorado Springs:

Head south on I-25 and exit # 140 Nevada / Tejon.

Turn right and travel south on Nevada which will turn into 115.

Take 115 all the way to Highway 50 where you will turn right heading west to Canon City.

We are located 25 miles west of Canon city between mile marker 253 and 252. You will see us at Texas Creek Junction (Hwy 50 and 69) just behind the restaurant "Barry's Den".

Vessels For Honor Rafting Co. 1-888-623-7939

2011 Rates

Trip	Regular Rates	Group rate - anytime	Pre-booked by 5/1	Pre-booked by 5/1
		Over 15 people	15-30 people	Over 30 people
½ Day Bighorn Sheep Canyon	\$45	\$40	\$30	\$25
¾ Day Bighorn Sheep Canyon	\$49	\$44	\$34	\$29
Full Day Bighorn Sheep Canyon	\$85	\$80	\$70	\$65
½ Day Royal Gorge*	\$64	\$59	\$49	\$44
Full Day Royal Gorge*	\$94	\$89	\$79	\$74
		\$5 Savings	\$15 dollar Savings	\$20 dollar Savings

* Participants must be 15 years old and be with a parent or guardian for all trips through the Royal Gorge.

State Park User Fee: All pricing **includes** the 5.25% fee required by the State.

Tips, pictures, and stay warm rentals are additional items that may be handled separately or you can add them to the amount that you charge each group member. Call for special group packages.

