



NorthBay Weekend Guest Service & Information Form (Exclusive Use Groups)

TRIP INFORMATION & ASSIGNMENT TEAM

Group Name:	Trip Dates:	Office Phone:	NUMBERS
Camp Manager:	Cell Phone:	Email:	Campers & Leaders:
Work Crew Boss:	Phone:	Email:	Assignment Team & Families:
Program Director:	Phone:	Email:	Work Crew:
A/V Contact (band needs):	Phone:	Email:	Adventure Work Crew:
Speaker:	Dr./EMT/Nurse:		Medical Volunteer & Family:
Earliest Arrival Time is 4pm			Children 3-10:
Staff/Program Arrival:	Camper Arrival:	Work Crew Arrival:	TRIP TOTAL:

MEAL SCHEDULE

Unless otherwise noted, the number to be served will be your trip total. *Snacks and Friday night meals must be approved by the Food Service Manager in coordination with the work crew arrival time and the amount of work crew to help serve it. These will be served buffet style. You may choose a breakfast or a brunch for your meal on Sunday; lunches are not served on Sundays.*
 Please write meal name along with meal time. For Example: "Pancakes @ 9am" You can reference the NorthBay Guest Group Planning Packet for our menu.

Day/Date	Breakfast	Brunch	Lunch	Dinner	Snack

Any special dietary needs? Vegetarians? Please explain:

ACTIVITIES

Activities may be subject to weather and will require your group to provide 8 to 12 adventure work crew to assist our staff in running our adventure activities. Typically we need about 2 volunteers to assist at each activity. Please indicate if and when you would like each activity open.

Day/Date	Snack Bar	Store	Ropes Course	Climbing Wall	Zip Line	Giant Swing	Waterfront

We can open the long ropes course (fewer people experiencing more elements), or the short course (more people experiencing fewer elements).

Please indicate whether you would like the long or short course open. Long course Short course

Special Notes:

- NorthBay Trading Company: The store is open 3-5pm on Saturday for exclusive groups. Please contact guest services to request alternative times.
- Ropes Course maximum capacity: 20 people/hour (daylight hours only) Long course requires extra volunteers
- Zip Line maximum capacity: 20 people/hour (Land and water zip lines cannot run at the same time)
- Giant Swing: 70 people/hour
- Waterfront & Pool: Available May 1st through October 1st, kayaks and canoes with life jackets and paddles are provided

HOUSING

Female Cabins	#		Male Cabins	#		Roost Housing	#	
(near beach) Duneside 17 & 18	(20)	<input type="checkbox"/>	(near gym) Muddy River 17 & 18	(20)	<input type="checkbox"/>	*Goshawk Room 114	(12)	<input type="checkbox"/>
Maelstrom 15 & 16*	(20)	<input type="checkbox"/>	Bohemia 15* & 16	(20)	<input type="checkbox"/>	Goshawk Room 115	(12)	<input type="checkbox"/>
Breakwater 13 & 14	(20)	<input type="checkbox"/>	Sassafras 13 & 14	(20)	<input type="checkbox"/>	Goshawk Room 120	(12)	<input type="checkbox"/>
Shallows 11 & 12	(20)	<input type="checkbox"/>	Kingfisher 11 & 12	(20)	<input type="checkbox"/>	Goshawk Room 121	(12)	<input type="checkbox"/>
Watershed 9 & 10*	(20)	<input type="checkbox"/>	Diamondback 9* & 10	(20)	<input type="checkbox"/>	*Goshawk Room 210	(12)	<input type="checkbox"/>
Tidewater 7 & 8	(20)	<input type="checkbox"/>	Fiddler 7 & 8	(20)	<input type="checkbox"/>	Goshawk Room 211	(12)	<input type="checkbox"/>
Bufflehead 5 & 6	(20)	<input type="checkbox"/>	Groggery 5 & 6	(20)	<input type="checkbox"/>	Goshawk Room 216	(12)	<input type="checkbox"/>
Flycatcher 3 & 4*	(20)	<input type="checkbox"/>	Smuggler 3* & 4	(20)	<input type="checkbox"/>	Goshawk Room 217	(12)	<input type="checkbox"/>
(near dining) Waxwing 1 & 2	(20)	<input type="checkbox"/>	(closest to dining hall) Bootleg 1 & 2	(20)	<input type="checkbox"/>	17 Kestrel Apartments	(34)	

Would you like NorthBay to provide linens? (towel, flat & fitted sheets, pillowcase)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Would you like the cabin doors locked with keys issued to leaders? (Cabins will be unlocked otherwise)
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Housing Notes:

- *Rooms with handicapped accessible bathrooms
- Work Crew members and guests staying in Kestrel will receive linens at no additional cost.
- Along with this form, you will also be given a housing form where you will communicate any special requests and numbers per room.

SCHEDULE AND PROGRAM NEEDS

Schedule:

Please send a copy of your program schedule/agenda along with this completed form so we will be able to provide for your needs. Please indicate locations for your meetings during your trip. Keep a copy of this form for your records. If we do not have a schedule three weeks prior to your trip date, we reserve the right to set meals and times.

Program Needs:

1. Please inform your program director that props specific to their program must be brought with them.
2. The property requires that you provide a program tech to be in charge of audio/visual equipment, PowerPoint and program support. The property host will give them instruction upon arrival.
3. You may contract a fully trained NorthBay light technician for an optimal theater experience including moving lights and custom lighting cues. Details are found in the NorthBay Guest Group Planning Packet. (Additional costs apply.)

Would you like to contract a NorthBay Light Technician for an additional cost? Yes No

3. Please communicate A/V needs and any other notes in the following section.

Equipment Available in Theater	Using?	# Needed	Notes:
Handheld microphones	<input type="checkbox"/>		
Lapel microphones	<input type="checkbox"/>		
Band inputs	<input type="checkbox"/>		
Stage monitors	<input type="checkbox"/>		
LCD Projector	<input type="checkbox"/>		
iMac Computer (w/ProPresenter & PowerPoint)	<input type="checkbox"/>		
PC Computer (w/PowerPoint)	<input type="checkbox"/>		
Laptop Hookup	<input type="checkbox"/>		
iPod Hookup	<input type="checkbox"/>		
DVD Player	<input type="checkbox"/>		
VCR	<input type="checkbox"/>		
Sound Recording (must provide own CD-R)	<input type="checkbox"/>		Digital sound recording is also available.
Other:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		

Equipment Available outside of Theater	Using?	# Needed	Where & When?
THE Mobile Sound Stage	<input type="checkbox"/>		
Gym sound system	<input type="checkbox"/>		
Portable video projector and screen	<input type="checkbox"/>		
Portable audio system	<input type="checkbox"/>		
Overhead Projector	<input type="checkbox"/>		
DVD Player	<input type="checkbox"/>		
VCR	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>		

Any Other Notes:

Additional Meeting Spaces	Group size
Turkey Point Theatre	600+
Horseshoe Point	175
Roost – Kestrel Upper Lobby	75
Lighthouse leader’s lounge	70
Roost – Goshawk Upper Lobby	60
Woody’s	50
Roost – Kestrel Lower Lobby	40
Roost – Goshawk Lower Lobby	40
Hog’s Back – arts & crafts room	35
Hog’s Back – computer lab	25
Administration Conference Room	15

Signature of Camp Manager:

Date:

NorthBay Guest Services
11 Horseshoe Point Lane
North East, MD 21901
Office 443.967.0500
Fax 888.447.8514