



NorthBay Weekend Guest Service & Information Form – Exclusive Use

TRIP INFORMATION & ASSIGNMENT TEAM

Group Name:	Trip Dates:	Office Phone:	NUMBERS
Camp Manager:	Cell Phone:	E-mail:	Campers & Leaders:
Work Crew Boss:	Phone:	E-mail:	Assignment Team & Families:
Program Director:	Phone:	E-mail:	Work Crew:
A/V Contact (band needs):	Speaker:	Dr./EMT/Nurse:	Adventure Work Crew:
Earliest Arrival Time is 4pm			Doctor/Nurse/EMT & Family:
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	Indoor Climbing Wall	Outdoor Climbing Wall	Ropes Course	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:

- 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)
- Indoor & Outdoor Climbing Wall: 25 people/hour
- Giant Swing: 70 people/hour
- Waterfront & Pool: Available May 1st through October 1st, 15 kayaks and 15 canoes with life jackets and oars are provided

HOUSING

Female Cabins	#		Male Cabins	#		Roost Housing	#	
(closest to beach) Duneside	(20)	<input type="checkbox"/>	(closest to gym) Muddy River	(20)	<input type="checkbox"/>	*Goshawk Room 114	(12)	<input type="checkbox"/>
*Maelstrom	(20)	<input type="checkbox"/>	*Bohemia	(20)	<input type="checkbox"/>	Goshawk Room 115	(12)	<input type="checkbox"/>
Breakwater	(20)	<input type="checkbox"/>	Sassafras	(20)	<input type="checkbox"/>	Goshawk Room 120	(12)	<input type="checkbox"/>
Shallows	(20)	<input type="checkbox"/>	Kingfisher	(20)	<input type="checkbox"/>	Goshawk Room 121	(12)	<input type="checkbox"/>
*Tidewater	(20)	<input type="checkbox"/>	*Diamondback	(20)	<input type="checkbox"/>	*Goshawk Room 210	(12)	<input type="checkbox"/>
Watershed	(20)	<input type="checkbox"/>	Fiddler	(20)	<input type="checkbox"/>	Goshawk Room 211	(12)	<input type="checkbox"/>
Bufflehead	(20)	<input type="checkbox"/>	Groggery	(20)	<input type="checkbox"/>	Goshawk Room 216	(12)	<input type="checkbox"/>
*Flycatcher	(20)	<input type="checkbox"/>	*Smuggler	(20)	<input type="checkbox"/>	Goshawk Room 217	(12)	<input type="checkbox"/>
(closest to dining hall) Waxwing	(20)	<input type="checkbox"/>	(closest to dining hall) Bootleg	(20)	<input type="checkbox"/>	Kestrel Apartment Housing	(34)	

LINENS (towel, flat & fitted sheets, pillow case) YES NO Would you like the cabin doors locked with keys issued to leaders? (Cabins will be unlocked otherwise)

Housing Notes:

- *Rooms with handicapped accessible bathrooms
- Work Crew 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 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 requests that you provide program techs to be in charge of audio/visual equipment, PowerPoint and program support. The property host will give them instruction upon arrival. There will be an additional fee if a program tech is not provided. For an additional price 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.

Would you like to contract a NorthBay Light Tech? Yes No

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

Equipment Available in Theater	Using?	# Needed	Notes:
Wired microphones	<input type="checkbox"/>		
Wireless handheld microphones	<input type="checkbox"/>		
Lapel microphones	<input type="checkbox"/>		
Band inputs	<input type="checkbox"/>		
LCD Projector	<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"/>		
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
Administration Conference Room	15
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

Signature of Camp Manager: _____ Date: _____

Please e-mail this completed form to the e-mail address you received it from, or fax it back to us at least 4 weeks prior to your trip.

NorthBay Guest Services
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