



Guest Group Planning Packet

Information to help you prepare for your retreat

Group Coordinator Timeline & Checklist

Please use the following timeline as a reference guide as you plan your event. It describes what information we need and when we need it, which will in turn enable Big Canyon to better serve you and meet all your expectations.

Upon Receipt of Contract and Packet

- Confirm Initial Call with your Coordinator
- Read through Contract
- Request Deposit Check or Plan on Paying for Deposit by Credit Card on our Initial Call
- Read through this Guest Group Planning Packet
- Return Signed Contract by email through rightsignature.com

12 1/2 Weeks Prior to Arrival

- Your Guest Group Coordinator will check with you on how your promotions are going
- Courtesy call on 90 Day Milestone
- Start Promoting Event
- Email Release Forms Link to interested guests that was emailed with your initial packet
<http://www.bigcanyon.org/health-release-form.html>

3 Weeks Prior to Arrival

- Send Certificate of Insurance to Big Canyon that lists Big Canyon Ranch as an **Additional Insured**. (Your Agent will need your booking date and our address 175 Big Canyon Lane Wanship, UT 84017)
- Send copy of Final Schedule to Big Canyon, including arrival & departure times, meal times, and activities.

5 to 7 Days Prior to Arrival

- Give final numbers* to Big Canyon. (Big Canyon orders food according to this count).
- Inform Big Canyon of any special dietary needs in your group.
- Email Roster to your Coordinator

Upon Arrival

- Submit hard copy of Roster at first meal.
- Confirm final schedule and meal times with host.
- Have a great time at Big Canyon!

At Last Meal

- Go over numbers with your Big Canyon host and make final payment.

*You are responsible to pay for the final number given to Big Canyon. **After the deadline for final numbers, you may increase total number by up to 10%. (If numbers increase beyond 15%, please contact BCR for approval prior to accepting additional registrations).**

Big Canyon Fast Facts

Housing Capacity: 106 Total Beds (plus discount rate on additional space on mattresses)

Aspen Lodge: 46 8 separate bunkrooms. Each pair of bunkrooms share a common bathroom with 2-3 showers, 2 toilets, 3 sinks each. Each bunkroom has one twin over queen and two twin over twin bunk beds. (Upstairs room with back exit has one less bunk bed). Note: If queen beds are doubled up, the lodge can actually sleep 54.

Yurt Village: 60 5 yurts each sleep 12 with 6 twin over twin bunks, 2 showers, toilet and 2 sinks.

Silver Spur Café (dining): 36 indoors plus 48 on outdoor covered patio.

The Grove Amphitheater: 100

Log benches, gas firepit with electronic ignition and timer, stage with power, lights, and sound system.

Event Barn:

This is the primary meeting and dining space, complete with commercial kitchen and public restrooms. The event barn and outdoor patio can seat up to 120 for meals or up to 200 as a dedicated meeting space.

Minimums:

There is a minimum of 65 full paying guests to have exclusive use of the main camp facilities. For guest groups under 65, Big Canyon reserves the right to book another group during that time

Activities & Recreation:

Climbing wall, giant swing, sand volleyball court, paintball (\$15 pp), grass play field, ga-ga ball pit, Frisbee golf, low-ropes challenge course, cornhole, carpetball, and hiking trails. Nearby seasonal recreational opportunities include world class skiing, mountain biking, and fly-fishing, as well as rafting, golf, & indoor water park.

Linens:

Linens are not provided. Please refer to the What To Bring list included in this packet.

Audio/Visual:

Use of Big Canyon's audio/visual resources is included at no additional charge. We currently have a 24 channel mixing board, amplifier, large main house speakers with subs, 2 wireless mics, 2 headset or lapel mics, 3 handheld microphones, 3 music stands, 2 boom mic stands, guitar stand, HD projector, projection screen, easel, & dry erase board.

Special Policies

- Smoking is not allowed inside any buildings. Smokers should be of legal age and dispose of any butts safely.
- Damages are the responsibility of the guest group and are charged per incident. Graffiti is charged at \$50/ sq. in.
- Pets are not allowed. Please, no exceptions.
- Parking is available across from the lodge and in the parking lot. All vehicles should be parked in designated parking areas as soon as possible after unloading. No vehicles parked along road or walkways.
- Please allow enough time for clean-up before your departure. All used areas (indoors and out) should be cleaned up of trash and left items. Pick up all trash on floors, under beds, etc. Close all windows (except in yurts) and turn off all lights and fans. Return furniture to appropriate places.
- Mountain Bell time. A bell will ring to indicate meal times or activity times. Please be on time for all meals so we may serve hot meals and respect the time of our cooks and staff. Allow enough buffer time in your schedule to allow for meetings to run long, etc.
- There are wild animals on the property (moose, turkey, deer, porcupines, etc.). Please do not attempt to approach or feed the animals.
- Shoes are required to be worn at all times on the property, except in the lodges, grass field, sand volleyball court, and lake.
- No guys in girls bunk areas. No Girls in guys bunk areas.

Important phone numbers

Emergencies	911
Big Canyon main line (forwards to your camp host)	435-336-4096
Park City Medical Center – 17 miles 24 hr ER, IHC hospital, 900 Round Valley Drive, Park City	435-658-7000
*Park City Family Health & Urgent Care -18 miles 1665 Bonanza Dr. Park City	435-649-7640
Snow Creek Medical Center - 19 miles 1600 Snow Creek Drive, Park City (next to the Park City Market)	435-655-0055
Moore's Towing- 8 miles	435-336-2140
Wal-mart Supercenter – 15 miles 6545 N Landmark, Park City	435-647-9909

Driving Directions

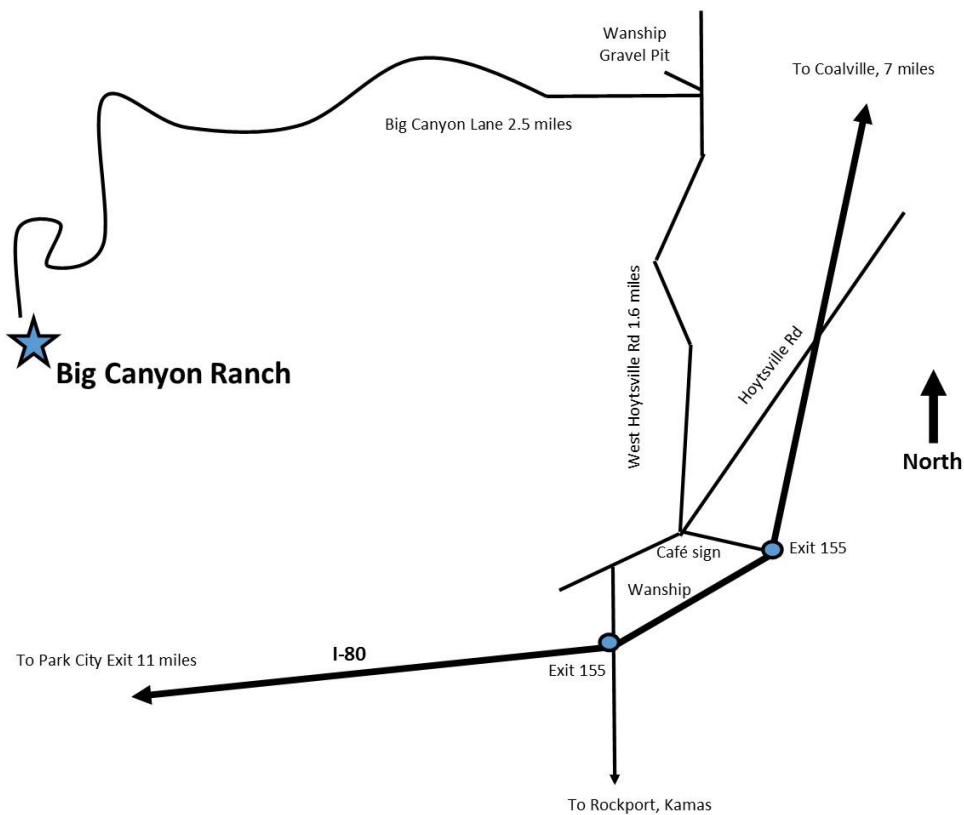
From Salt Lake City

Take I-80 East up Parleys Canyon. Approximately 8 miles past the I-40 interchange, take the Wanship **Exit #155**. Go left on Hwy 32 through Wanship. At the (now closed down) Spring Chicken Café restaurant (white building on right with tall café sign), take the far left fork on to West Hoytsville Rd. Continue 1.6 miles and turn left onto Big Canyon Lane (also gravel pit entrance.) Follow the left fork and continue 2 1/2 miles to the camp. If you are not arriving as part of a group event, please make arrangements ahead of time for a visit.

From Evanston or Ogden

Take I-80 West approximately 45 minutes to 1 hour past the Utah/Wyoming border, or approx. 7 miles past Coalville, UT. Exit at the Wanship/Kamas **Exit #155**. Turn Rt. onto Hwy 32 and go 200 yards until you see the old Spring Chicken Inn (white building with tall Café sign) on your left. Go straight through the intersection and take the far right turn on to West Hoytsville Rd. Continue 1.6 miles and turn left onto Big Canyon Lane (also gravel pit entrance.) Follow the left fork and continue 2 1/2 miles to the camp. If you are not arriving as part of a group event, please make arrangements ahead of time for a visit.

**Please note: Physical address does not work in most GPS systems and mapping programs, please use the turn by turn directions provided above. The GPS Coordinates of Big Canyon are 40 degrees 49'54.34" N. by 111 degrees 26'24.73" W.*



What to Bring

What to Bring:

Sleeping bag (or twin sheets & blanket)

Pillow

Towel

Water bottle

Pair of long pants and warm jacket (it gets cool in the evening)

Good closed toe shoes or boots (i.e. not sandals or flip flops)

Sunscreen

Bible/notebook/pen

Personal Toiletries

Optional Items:

Swimsuit, towel, and water sandals or old tennis shoes

Flashlight

Sunglasses

Ski hat

What Not To Bring:

Gameboys or similar

CD Players

Headphones

Magazines

Any electronic games or playing devices

Alcohol or drugs (other than prescribed medication)

Fireworks or matches