



Dear Group Organizer,

Thank you for your interest in organizing a group with Class VI River Runners. Whether you're a seasoned paddler, or just discovering the thrills of the sport, this kit will help you plan your adventure.

If you haven't already done so, please take the time to read the enclosed color catalog. It contains pertinent information regarding Class VI, the various trips we offer and our policies and procedures. Also, enclosed in this kit are some guidelines, suggestions and recommendations. This sheet has been compiled over the past 31 years and offers tips from us and other group organizers.

The enclosed trip roster is for your use to record participants' names and their payment record. It is sometimes a good idea to keep a waiting list in case you have last minute cancellations.

Our reservation specialists are pleased to help make your vacation planning HASSLE-FREE. We offer a variety of products and packages, and can put together one to suit your individual or group needs.

Again, we thank you in advance for your efforts in organizing a group. Welcome to Class VI River Runners- in a quest of excellence through quality service. We are Whitewater Wise-Customer Driven on America's BEST Whitewater. We look forward to hearing from you soon!

Sincerely,

Class VI River Runners, Inc.



Guidelines, Suggestions and Recommendations

SAVE MONEY

- Large groups qualify for special rates – generally, as group size increases, the per person price decreases.
- The 20th person rafts FREE with 19 paying friends.
- Raft before May 24th or after October 1st – and save. Call for packages and specials.
- Sundays and weekdays have lower rates than Saturdays.

We, and many of our previous group organizers, would like to suggest the following:

- Become familiar with our reservation and cancellation policies. Please pass this information on to all members of your group.
- Use our professionally produced promotional DVD or CD brochure to provide information about Class VI, the types of trips we offer, culture and history of the New and Gauley River areas, and a taste of whitewater, West Virginia style.
- Offer your group a variety of raft trips (mild to wild). Some of your group may want to do the Upper New River (Mild/Family Adventure) and some may want to do the Lower New River (Wild/Whitewater Action).
- Set FIRM “**deposit due**” and “**balance due**” deadline dates and make monies nonrefundable except for emergency documented cases. (Refer to the cancellation policy).
- Watch out for the ***“I promise to pay you in two days. I really wanna go. Will you cover me till then on YOUR credit card?”*** As one disgruntled group organizer stated, “I’ll never make that mistake again.”
- Put together packets of information for each person so adequate information is available about Class VI and the trip. We are happy to send you as many catalogs as needed.
- Collect money from all group members and send the total deposit amount or have members call in individually with credit cards. Credit Card payers **must pay full amount** when they call in their deposit.
- Make hotel, cabin, bed and breakfast or camping accommodations through us when making your rafting reservation; area accommodations fill up quickly!
- Have breakfast and/or dinner at Class VI’s restaurant, Smokey’s on the Gorge. (Reservations Recommended)

For information or reservations, please call (800) 252-7784 or www.class-vi.com.

Organizer's Checklist

- Check available dates and times
- Finalize number of participants
- Make reservation (including lodging and meals for package savings)
- Request **release forms for minors**
- Collect deposit money
- Inform group members of cancellation policy and arrival time (activities and/or lodging).
- Mail or call in deposit payment
- Get minor's waivers signed (bring with you day of trip)
- Copy maps and directions for all members
- Collect balance money
- Mail or call in balance payment
- Prepare for a fun trip!!

FOR FASTER CHECK-IN THE MORNING OF YOUR TRIP, JUST GO TO THIS LINK
(<http://reservations.800classvi.com/cgi/webrls?>) AND REGISTER FOR YOUR TRIP.