



September, 2011

It's that time of year again! Time to start planning your trips to Mohawk Mountain Ski Area! We have enclosed all of the information you need to plan exciting group outings to Mohawk in the 2011-2012 season – our 65th consecutive year! We have tried to simplify the process even more this year, but if you have any questions, please give us a call at 860.672.6100 or 1.800.895.5222.

Many group organizers plan an open house or sign-up night – a convenient 1-2 hour gathering when participants can learn about your program or trip, fill in all of the necessary forms, provide payment, and get all of their questions answered. Our group sales staff is available to help you plan, promote, and staff those events – just let us know, and we'll be happy to join you!

We are also available to help in many other ways. Call us if you need assistance in promoting your club, designing flyers or posters, creating permission slips, or any other detail. We are here to make your job as group organizer as easy as possible!

Some important dates to remember:

Monday, December 5, 2011 is the pre-payment deadline for the 2011-2012 season. If you plan to get the best pricing by taking advantage of the pre-payment discounts be sure to set your sign-up dates with the December 5 deadline in mind.

Tuesday, January 3, 2012 is the first day for group visits for the 2012 season. Please be sure to build 1 or 2 alternate dates onto the end of your schedule, in the event of inclement weather. Even though we LOVE snow, we understand that it can impact your ability to travel. Pay close attention to your school schedule when planning your dates.

We have tried to simplify the paperwork for you. Follow this simple checklist to make sure you have it all:

- **GROUP RESERVATION FORM:** Each group will submit the appropriate Group Reservation Form (*Weekday/Non-holiday or Weekend/Holiday*) with just the top portion filled in as soon as dates for visits have been determined, but no later than 7 days prior to the visit. Once you have completed your registration drive, and have collected all of your individual guest's information, you will complete the balance of the Group Reservation Form, and submit to Group Sales. Be sure to do so in advance of the December 5, 2011 deadline if you plan to take advantage of prepayment discounts. Otherwise, submit the completed form approximately 7 days prior to your visit.
- **REGISTRATION FORM:** You create this form, based on the info your group needs. It must include the following info that you will need to provide to Mohawk Mountain for each guest: First Name, Last Name, Date of Birth, Emergency Contact Info, Address, Phone. If the participant is taking lessons you will need to capture their skill level, the number of lessons they are taking and if they are ski or snowboard lessons. It should also include permission to provide medical attention, and any other information you deem necessary.
- **RENTAL AGREEMENT FORM:** A rental agreement form **must** be completed (and signed by a parent or guardian for renters under age 18) for **EVERY** individual renting equipment.
- **GROUP SIGN UP SHEET:** Use this form to tally up your totals for each visit. You will send this form to Group Sales approximately 7 days prior to each visit. You can fax it to 860.672.6025 or email it to trish@mohawkmtn.com.
- **LESSON INFORMATION SHEET:** Submit this when you submit your completed Group Reservation Form. Capture the pertinent information for all of your guests taking lessons on this single sheet for submission to the Learning Center at Mohawk Mountain. Lessons will be scheduled on consecutive visits.

If you are new to organizing trips to Mohawk Mountain, or have any questions, just let us know. You can reach the Group Sales Team at anytime by calling 860.672.6100 or toll free at 1.800.895.5222. You can email questions to me at trish@mohawkmtn.com. You can also visit our website (www.mohawkmtn.com) to get copies of all of these forms that can be downloaded, printed, emailed or shared.

Thanks for your interest in Mohawk Mountain! I am so happy you will be visiting us this year, our 65th consecutive year – you are going to have **SNOW MUCH FUN!**

Kindly,

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